



Handling money - managers' responsibilities

As a manager of public sector employees who handle money, you have additional responsibilities.

Preventing misconduct when handling money

Implementing - and making sure employees adhere to - money handling policies and procedures can minimise the risk of cash loss and improve accountability. Such policies and procedures can also help increase efficiency and reduce human error.

Background checks and dependability

It is important that an employee with money handling responsibilities is trustworthy. A national police check with reference and background checks should be done.

Cash should never be handled by one person

High-risk tasks need two people present: one to carry out the activity, the other to monitor safety and oversee the task.

Whether the cash is being transported, put in a safe or counted, having two people present significantly reduces the risk of errors and cash loss.

Separate duties

When only one person has the responsibility of the entire cash handling process, the chances of theft and inefficiency significantly increase.

Separating duties means splitting up the cash handling process into smaller tasks. Each task is carried out by a different person. This means each person in the process becomes accountable to the others.

Similarly, multi-staged approval processes, reconciliations and checks will minimise misconduct risks associated with procurement and credit card use.

Make sure your staff understand your organisation's monetary policy regarding the following:

- ▼ raising invoices
- ▼ two-factor authentication or reconfirmation for client payments, and
- ▼ multiple management signoff on expenses

Create accountability

Duty separation goes hand-in-hand with creating accountability. A robust procedure will ensure that the responsible manager is able to establish where all received cash is being held and whose responsibility it is, at all times.

Each task should be designated to an individual and they should be made aware that they are responsible for that part of the cash handling process. Once accountability is established, irregularities or discrepancies can be traced to specific individuals.

Keep a minimum amount of cash in the till

Throughout the day the amount of cash in your cash drawer(s) will increase, so you have more to lose. Therefore, it is necessary to make regular cash deposits into a POS safe or a secure location to keep cash in the till to a minimum.

Employees may think if they steal from a cash drawer with plenty of cash, there's a higher chance their theft will go unnoticed.

Communicate the policy regularly and effectively

An effective money handling policy needs to be clear and straightforward to avoid confusion.

Policies and procedures should be communicated regularly and clearly to employees, for example, through notices around the workplace, regular emails, and content in induction and future training. These points of contact make sure the policy and their individual responsibility is fresh in their mind.



The Commission can help

We are available to provide support and assistance with identifying, reporting, investigating, managing and preventing misconduct: prevention@integrity.tas.gov.au or 1300 720 289.

For more Misconduct Prevention resources go to www.integrity.tas.gov.au/resources