



Title: Deposit	Date Approved: June 8, 2021
Policy #: FS 1-2021	Council Resolution #: 138-21
Department: Financial Services	Revision:
Rescinds:	Procedure #: FS 1-2021

Preamble:

This policy lists protocol for effective guidance and management control of the deposit system. The Town of Carberry feels it is necessary to have a clearly-stated policy regarding the management of the deposit system in order to maintain accountability to the public.

General Standards and Regulations:

The CAO must ensure that all funds collected by the Town of Carberry are deposited safely in the appropriate establishment.

Policy:

1. All deposits shall be deposited at the Town of Carberry's various accounts at Westoba Credit Union (WCU), Carberry, MB.
 - (a) Deposits are to be dropped off at WCU the same day the Receipt batch is posted during their regular business hours.
 - (b) Deposit times should vary to ensure it doesn't become a set pattern.
2. Deposits are to be made once a week, every Thursday, and on the last business day of each month.
3. A float of \$300 must be kept in the till at all times.
4. The till must be removed and locked in the vault or safe at various times when staff is away from the office and at the end of each business day.

Adopted by Resolution of Council # 138-21 at Carberry, Manitoba, this 8th day of June, 2021.