

ezytax  
BLUE

float and  
banking



## FLOAT POLICY

- Each station has a money tin that is the sole responsibility of the Staff member for that day.
- All staff are required to complete the **Banking Worksheet** at the start and end of every shift.
- Copying and pasting without checking the physical cash is unacceptable. You must count the money tin at the beginning and end of each shift.
- If there is a discrepancy with a Staff member's Station Float / Daily Takings, then that Staff member will have to reimburse the difference either in cash or from their next pay.
- If there is a discrepancy between a morning float count and the night before float count then this is to be reported to Management straight away.
- Any Petty Cash receipts from the day are to be reconciled from the daily takings on the same day and entered onto the Daily Banking Worksheets (see Petty Cash Manual).
- Any discrepancies with regards to banking are to be reported immediately to Management.
- Banking of the day's takings must be done daily. Do not leave excess cash in the money tins.
- Any takings not banked at the end of the day are the sole responsibility of the Staff member who did not do the banking. Any discrepancies or missing money will be reimbursed by the Staff responsible.
- Ensure the Banking Worksheet is being completed correctly and saved correctly at the end of each day. As it is a continuously used document it is important to ensure previously entered information is not altered or deleted throughout the month.
- If change is required, ensure you get it from the nearest bank as soon as possible. Ensure you ask permission of Management before leaving your station.
- Do not leave your money tin short of change at the end of the day. Plan ahead.

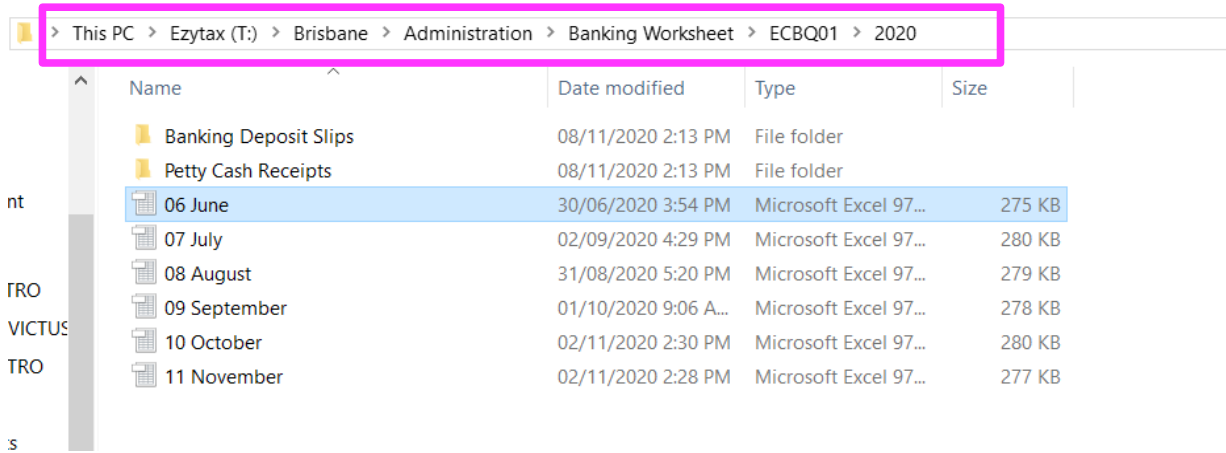
## **BANKING POLICY**

- Banking **MUST** be done daily.
- Cash that requires banking must be deposited at the bank – NAB, WBC or Heritage depending on which bank is closest to your location.
- Ensure you secure the money when you walk to the Bank.
- The Banking Worksheet must always be completed and verified by Management.
- When going to the bank, staff must ensure the safety of the monies being banked at all times. Staff must ensure money is concealed when going to the bank.
- You must notify Management via Slack when going to the bank.
- Banking Deposit form **MUST** be completed at the time of the deposit.
- Any takings not banked at the end of the day are the sole responsibility of the Staff member who did not do the banking. Any discrepancies or missing money will be reimbursed by the Staff responsible.

**NO CASH IS TO BE LEFT AT THE BOOTH OVERNIGHT,  
EVEN IN A LOCKED CABINET.**

# BANKING WORKSHEET

Banking Worksheet can be found at Ezytax(T:) > Location > Administration > Banking Worksheet > Year > Station > Month



## BEGINNING OF SHIFT:

Setup your Station > Count your Float and complete Banking Worksheet > click CORRECT Day tab in Banking Worksheet.

STAFF SIGNATURE		MM		
ADDITIONAL NOTES:				
STAFF SIGNATURE: <span style="float: right;">Mishael</span>		<b>PETTY CASH BREAKDOWN</b>		
		ITEM DESCRIPTION	AUTHORISED BY (Initial)	AMOUNT
		TOTAL		\$0.00

1st / 2nd / 3rd / 4th / 5th / 6th / 7th / 8th / 9th / **10th** / 11th / 12th / 13th / 14th / 15th / 16th / 17th / 18th / 19th / 20th / 21st / 22nd / 23rd / 24th / 25th

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
<b>Employee:</b> Yannick Norman <b>1</b>			<b>Station:</b> ECBQ01			<b>Date:</b> 21/07/20			<b>Shaded Cells to be Completed</b>					
<b>FLOAT COUNT</b>							<b>BANKING COUNT</b>							
		<b>Before Shift</b>		<b>After Shift</b>						<b>End of Day</b>				
		Quantity	Total	Quantity	Total			Quantity	Total					
5c		1	\$0.05	1	\$0.05			5c			\$0.00			
10c		1	\$0.10	1	\$0.10			10c			\$0.00			
20c		2	\$0.40	2	\$0.40			20c			\$0.00			
50c			\$0.00		\$0.00			50c			\$0.00			
\$1.00		5	\$5.00	4	\$4.00	<b>4</b>		\$1.00			\$0.00			
\$2.00		<b>2</b>	\$0.00		\$0.00			\$2.00		<b>6</b>	\$0.00			
\$5 Notes			\$0.00		\$0.00			\$5 Notes			\$0.00			
\$10 Notes		1	\$10.00		\$0.00			\$10 Notes			\$0.00			
\$20 Notes		1	\$20.00		\$0.00			\$20 Notes			\$0.00			
\$50 Notes		2	\$100.00	4	\$200.00			\$50 Notes		2	\$100.00			
\$100 Notes			\$0.00		\$0.00			\$100 Notes			\$0.00			
<b>SUB-TOTAL</b>		\$135.55		\$204.55				<b>TOTAL CASH BANKED</b>		\$100.00				
Daily Takings (as per Station Sheet)				\$69.00		<b>5</b>		Petty Cash Receipt Total		\$0.00				
Petty Cash Receipt Total				\$0.00				<b>BANKING TOTAL</b>		\$100.00				
<b>TOTAL</b>		\$135.55		\$135.55				Daily Takings		\$69.00				
Previous Float Total		\$135.55						New Float		\$104.55				
<b>FLOAT BALANCE CONFIRMATION</b>		<b>2*</b> YES		YES		<b>4*</b>		DATE CASH BANKED		21/07/20		<b>7</b>		
Shift Start Time / Finish Time		<b>3</b> 09:00:00		17:30:00		<b>11</b>		STAFF SIGNATURE		YANNICK NORMAN				

Shift Start Time / Finish Time	09:00:00	17:30:00	DATE CASH BANKED	<b>7</b> 21/07/20
			STAFF SIGNATURE	YANNICK NORMAN
<b>ADDITIONAL NOTES:</b>			<b>9</b>	
STAFF SIGNATURE:	YANNICK NORMAN		<b>10</b>	
			<b>PETTY CASH BREAKDOWN</b>	
			<b>8</b>	
			ITEM DESCRIPTION	AUTHORISED BY (Initial)
				AMOUNT
			TOTAL	\$0.00

### BEFORE SHIFT COLUMN:

Following on from the Opening Procedures

- 1) **Employee** – Write your name

**2) Before Shift Float** – Count your money tin. Enter the QUANTITY of each coin/note. Eg: 5 x \$1.00 coins = 5

**2\* Float Balance Confirmation** – Ensure your float balances! **Green Yes** = Balances.

**Red NO** = Find out why it does not balance! Do **NOT** leave it red.

**3) Shift Start Time** – Enter the time your shift started.

**SAVE AND CLOSE THE BANKING WORKSHEET AS YOU ARE NOW DONE.**

### **AFTER SHIFT COLUMN:**

Following on from the Closing Procedures

**4) After Shift Float** – Count your money tin. Enter the QUANTITY of each coin/note. Eg: 4 x \$1.00 coins = 4

**5) Daily Takings** – Enter the amount of Cash taken for the day per the Station Sheet.

**4\* Float Balance Confirmation** – Ensure your float balances! **Green Yes** = Balances.

**Red NO** = Find out why it does not balance! Do **NOT** leave it red.

**6) Banking Count Column** – Enter the QUANTITY of each coin/note that is to be banked for the day.

**7) Date Cash Banked** – Will be the same day as you took the cash.

**Staff Signature** – Enter your name or initials as this clarifies you as the responsible party for the cash being banked.

**8) Petty Cash Breakdown** – Complete this when you have made a purchase (with approval from Management) with money from the money tin. You will have completed a Petty Cash form (see Petty Cash Manual).

Item Description – What you bought eg: Kmart (paper)

Authorised By – Who authorised your purchase? Put their name/initials

Amount – How much was spent?

Leave Petty Cash Receipts in money tin. **DO NOT** throw them away.

**9) Additional Notes** – This is to document any issues, queries or post information for other Staff/Management.

**10) Staff Signature** – Enter your Full Name as you are confirming that everything in the Banking Worksheet for the day you worked is true and correct.

**SAVE AND CLOSE THE BANKING WORKSHEET AS YOU ARE NOW DONE.**

# **BANKING CASH AT END OF DAY**

***Banking cash at the end of the day is the responsibility of the individual member of staff working that station***

**ALL CASH MUST BE BANKED AND NOT LEFT IN THE FILING CABINET OVERNIGHT**

## **IF USING SMART ATM:**

- 1) Take banking to NAB/Heritage/Westpac Bank (whichever is closest). Westpac is the only bank with a SMART ATM. NAB and Heritage banking must be done before the bank closes at the teller.
- 2) Bank Details NAB – BSB: 084472 A/c Number: 842750190  
Bank Details WBC – BSB: 034664 A/c Number: 491055  
Banking Details Heritage – BSB: 638010 A/c Number: 15682064
- 3) Follow instructions on screen OR see WBC Banking Manual for more detail
- 4) Reference: NAB Ref – STATION & DATE eg: ECBQ01 03/06  
WBC Ref – Station Code & Date eg: 81010720  
Heritage Ref – STATION & DATE eg: ECGQ01 03/06
- 5) Complete Banking form > <https://www.ezytaxblue.com.au/admin-portal> > Banking Form > UPLOAD deposit receipt.

### WBC Station Code:

91 – Chermside  
92 – Garden City  
93 – Indooroopilly  
94 – Carindale  
95 – North Lakes  
96 – Hyperdome

83 – Townsville 1  
84 – Townsville 2  
85 – Townsville 3

71 – Central 1  
72 – Central 2  
73 – Smithfield 1  
74 – Smithfield 2  
75 – Smithfield 3  
76 – Earlville 1  
77 – Earlville 2

61 – Coomera  
62 – Pacific Fair  
63 – Robina  
64 – Helensvale

51 – VA Cairns  
52 – VA Garden City  
53 – VA Mount Sheridan

**REMEMBER:** *You* are responsible for the money until it is banked! Ensure cash is secure at ALL TIMES! Banking MUST be done daily