

EDMONTON

ADMINISTRATIVE DIRECTIVE



TITLE

HANDLING OF CITY MONEY

NUMBER

A1200C

DELEGATED AUTHORITY

**BYLAW 12005, THE CITY
ADMINISTRATION BYLAW**

DEPARTMENT

FINANCIAL SERVICES AND UTILITIES

STATEMENT

In order to minimize the risk of loss or theft of City money, activities relating to the receiving, recording, transporting, safeguarding and depositing of City money (excluding Imprest Funds that cover floats, petty cash and program cash under Accounting Procedures Manual) will be performed in a consistent manner throughout the corporation.

PURPOSE

To establish corporate standards for the handling of City money (excluding Imprest Funds).

APPLICATION

This directive applies to all full-time, part-time, permanent, temporary, provisional and contract employees involved in the handling of City money (excluding Imprest Funds) in all City departments, boards and authorities, and the Edmonton Police Service.

LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Municipal Government Act
Employee Code of Conduct Directive A1100C
Discipline of City Employees Directive A1102
Corporate Records and Information Management Directive A1410C
Privacy Directive – A1433A
Privacy Breach Directive – A1445
Fraud Directive A1454
Whistleblower Protection Directive A1455

APPROVED BY: CITY MANAGER:

DATE: DECEMBER 11, 2015

Page 1 of 1

Linda Cochrane

THE CITY OF
Edmonton