

Title	Communications and Media Relations	Administrative Procedure number	P001
Policy Reference		<i>This Procedure refers to Governance Policy A012 – Communications and Media Relations</i>	

PURPOSE

To formalize the Administrative Procedure so that there is a clear, orderly and consistent guide for staff to follow.

ADMINISTRATIVE PROCEDURE

1. All media calls to the Town office will be directed to the CAO.
 - a. If the media call is seeking an interview or a conference with the Mayor, appropriate background will be obtained and the CAO will arrange the meeting, interview or session.
2. Release of documents should be guided by the following:
 - a. On request, any published documents that appear in the public domain (i.e. the Town website) can be released by staff.
 - b. Council minutes, committee reports, policy papers and any correspondence not in the public domain may not be released without consent of the CAO.
 - c. A meeting is to be arranged to review any sensitive material before determining whether it can be released.
3. The assigned staff will track and report Media activity and provide the information to the CAO.



Title	Cash Receipts	Administrative Procedures	P011
Policy Reference <i>Finance and Assessment</i>			

PURPOSE

To ensure an effective internal controls procedure is in place for all staff involved in cash handling operations for the Town.

ADMINISTRATIVE PROCEDURE

1. Cash handling operations must be subject to daily supervisory review and management.
2. To minimize the potential for mistakes or misappropriation of cash, the cash handling duties will be segregated.
3. At the end of each day, Administration will perform a daily reconciliation of all cash on the receipts reconciliation form.
4. The receipts reconciliation form will be completed by one employee, initialed and doubled checked by one other employee.
5. Any overages and/or shortages will be noted and reported immediately to the CAO.

	Date
APPROVED	March 16, 2017
AMENDED	
AMENDED	

Kimberly Borgel
CAO of the Town of Killam

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