

QUESTION TAKEN ON NOTICE

BUDGET ESTIMATES HEARING : 25 May 2015

IMMIGRATION AND BORDER PROTECTION PORTFOLIO

(BE15/193) - Cash reconciliation and financial reporting - Internal Product (DIBP)

Senator Ludwig, Joe (L&CA) written:

1. How are cash balances in safes reconciled and reported?
2. Is the number of employees who have access to safes and the ability to handle cash limited? Please specify their APS level and classification on ACVs or agency offices or facilities.

Answer:

1. Cash balances in safes are reconciled and reported as follows:
 - Reconciliations are performed on a monthly basis and when an advance is created, increased or closed. Spot checks are also carried out on a regular basis.
 - Copies of reconciliations are forwarded to the Finance Division on a monthly basis.
 - A handover/takeover process is undertaken where there is a change in custodian. This process requires the reconciliation of the cash on hand with the list of vouchers or advances outstanding.
 - Public money collected but not yet banked is reconciled against a Payment Summary/Bank Deposit listing generated via the Finance System by each location each day/shift.
2. The number of employees who have access to safes and the ability to handle cash is limited and managed at each office. Access spans all levels depending on job requirements.