



## ADMINISTRATIVE PRACTICES MANUAL

### SUBJECT: Cash Transaction Rounding Policy

#### 1. Purpose and Scope

This policy establishes a uniform method for rounding in-person cash transactions to the nearest \$0.05 when exact penny change is unavailable or not used. It applies only to cash settlements. Posted fees, taxes, fines, and charges remain recorded at their approved amount; only the cash settlement is rounded.

#### 2. Policy

For eligible cash transactions, Dane County will round the final cash amount to the nearest \$0.05 using a neutral method:

- Amounts ending in 1 or 2 cents round down to 0 cents.
- Amounts ending in 3 or 4 cents round up to 5 cents.
- Amounts ending in 6 or 7 cents round down to 5 cents.
- Amounts ending in 8 or 9 cents round up to 10 cents.
- Amounts already ending in 0 or 5 cents are not rounded.

Rounding applies only to the total cash amount due or the net cash change owed. It does not apply to line items, unit prices, tax calculations, fee schedules, or non-cash payments.

#### 3. Conditions and Exclusions

3.1 Rounding may be used only for transactions paid wholly or partly in cash.

3.2 Rounding must not be used to waive approved charges, conceal shortages or overages, or bypass normal collection procedures.

#### 4. MUNIS Recording and Reconciliation

4.1 Departments using MUNIS must record the underlying receivable, fee, tax, fine, or revenue at the exact approved amount. The rounding difference must be recorded separately as a cash receipt and may not change the amount billed or earned. You can enter one receipt for the day's rounding transaction.

4.2 Controller's Office will designate general ledger accounts for the cash rounding receipt.

4.3 Receipts or supporting records should show the original amount, the rounding adjustment, the final cash collected or change returned, and the tender type.

4.4 Daily cashier balancing must reconcile: beginning cash drawer + cash received – cash paid out/change = ending cash on hand.

4.5 Any difference other than documented rounding must be recorded and reviewed under the County's normal cash over/short procedures.

#### 5. Internal Controls

5.1 Departments must maintain written cashier procedures and train staff before implementation

5.2 Departments must retain daily support showing rounded transactions and total rounding adjustments used in reconciliation.

5.3 Segregation of duties should be maintained.