

**TITLE: ROUNDDING OF CASH TRANSACTIONS POLICY**  
**SECTION: FINANCIAL MANAGEMENT**  
**POLICY NO: 03000-04**

**APPROVAL DATE:** February 24, 2026

**CAO Signature:** 

**PURPOSE**

As of February 4, 2013, the Royal Canadian Mint no longer distributes pennies as they were removed from circulation.

**POLICY STATEMENT**

All cash transactions of the Town of Amherst will be rounded down to the nearest five cent increment.

This applies to cash payments only. All other payment methods must pay the exact amount.

Title/Role	Responsibilities
Director of Finance	Ensure Rounding of Cash Transactions Policy is followed.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Policy created</b>	Director of Finance	Council	May 27, 2013
<b>Policy review – update wording from current tense to past tense.</b>	Director of Finance	Council	February 24, 2026

Minutes reference date:      February 24, 2026                      May 27, 2013