

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING A CASH PAYMENT ROUNDING AND CUSTOMER ACCOUNT CREDIT POLICY

WHEREAS, the City of Weiser no longer has pennies available to provide change for customer cash payments; and

WHEREAS, the City desires to provide a consistent payment procedure while preserving the full value of each customer's payment;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Weiser, Idaho, as follows:

1. Cash Payment Rounding. When pennies are unavailable to provide change, the cash amount collected to pay a customer's account balance shall be rounded upward to the next five-cent increment. Amounts already divisible by five cents shall not be rounded.

2. Customer Account Credit. The entire difference between the amount collected and the actual balance due shall be credited to the customer's account and applied toward a future bill. This difference shall not be treated as a fee or an increase in the customer's bill.

3. Example. If the balance due is \$100.01, the cash amount collected shall be \$100.05, and \$0.04 shall be credited to the customer's account.

4. Exact and Noncash Payments. Customers paying the exact amount in cash, including pennies, may pay the actual balance due without rounding. Payments made by check, card, electronic transfer, or other noncash methods shall not be rounded under this policy.

5. Records and Notice. City staff shall record the full amount received and the resulting account credit. Notice of this policy shall be posted at the payment counter and made available to customers.

6. Scope. This policy applies only to cash payments on customer accounts capable of carrying a credit. It does not authorize rounding of other City transactions.

7. Effective Date. This resolution shall take effect on _____.

PASSED AND ADOPTED by the City Council of the City of Weiser, Idaho, this ____ day
of _____, 20____.

APPROVED: _____ **Mayor**

ATTEST: _____ **City Clerk**