



# CITY OF CORRY - POLICY

<b>Policy Area:</b> Administration	<b>Subject:</b> Handling of Cash Transactions in the Absence of Pennies
<b>Title of Policy:</b> Handling of Cash Transactions in the Absence of Pennies	<b>Number:</b> Resolution 26-10
<b>Effective Date:</b> January 19, 2026	<b>Page Number:</b>
<b>Approved Date:</b> January 19, 2026 <b>Revision Date:</b>	<b>Approved by:</b> City Council

## Handling of Cash Transactions in the Absence of Pennies

### Purpose

The purpose of this policy is to establish a consistent and transparent procedure for handling cash transactions in situations where one-cent coins ("pennies") are unavailable due to limitations in banking supply. This policy ensures fair treatment of residents while maintaining efficient municipal operations.

### Background

The United States Mint has ceased production of pennies, and financial institutions have significantly reduced or eliminated the distribution of pennies to customers. As a result, municipalities may not be able to reliably provide pennies as change for in-person cash transactions. Pennies remain legal tender; however, their limited availability necessitates an alternative method for handling cash payments.

### Policy Statement

The municipality will continue to accept cash payments for municipal fees, taxes, utilities, permits, and other obligations. When pennies are unavailable, cash transactions shall be rounded in a fair and consistent manner as outlined below.

### Scope

This policy applies **only to in-person cash transactions** conducted at municipal offices. It does **not** apply to:

- Online payments
- Credit or debit card payments
- ACH or electronic payments
- Check payments

All non-cash payments will continue to be processed for the exact amount owed.

### Cash Rounding Procedure

When a cash transaction results in a total amount that cannot be settled exactly due to the unavailability of pennies, the total shall be **rounded to the nearest five cents** as follows:

- Amounts ending in **\$0.01 or \$0.02** → rounded **down** to \$0.00
- Amounts ending in **\$0.03 or \$0.04** → rounded **up** to \$0.05
- Amounts ending in **\$0.06 or \$0.07** → rounded **down** to \$0.05
- Amounts ending in **\$0.08 or \$0.09** → rounded **up** to \$0.10

Rounding shall be applied to the **final total of the transaction**, not to individual line items.

### Acceptance of Pennies

- Pennies remain legal tender and will be **accepted if offered** by a payer.
- The municipality does **not guarantee the availability of pennies for change**.

### Customer Notice

Clear notice of this policy shall be posted at all municipal payment counters and included where feasible on municipal websites or payment instructions. Notices shall explain that:

- Rounding applies only to **cash payments**
- Non-cash payments are unaffected
- The rounding method is neutral over time

### Administrative Authority

The Finance Director, City Administrator, or designee is authorized to:

- Implement this policy administratively
- Update internal cash-handling procedures as necessary
- Provide staff training and guidance

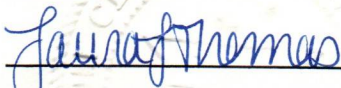
### Review

This policy shall remain in effect unless modified or rescinded by Council. Council may review the policy periodically or as changes in federal currency practices warrant.

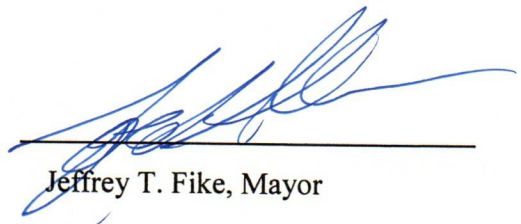
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Adopted this 19<sup>th</sup> day of January, 2026.

Attest:



Laura L. Thomas, City Clerk



Jeffrey T. Fike, Mayor