

CITY OF FORT WRIGHT, KENTUCKY
MUNICIPAL ORDER NO. 02-2026

A MUNICIPAL ORDER ESTABLISHING A CASH ROUNDING POLICY FOR CITY TRANSACTIONS WHEN PENNIES ARE UNAVAILABLE

WHEREAS, the City of Fort Wright conducts routine financial transactions with the public involving the collection of fees, fines, permits, and other charges; and

WHEREAS, the availability of one-cent coins (“pennies”) in cash drawers may at times be limited or unavailable; and

WHEREAS, the City desires to promote efficiency in cash handling while ensuring fairness, transparency, and consistency in financial transactions; and

WHEREAS, 31 U.S.C. § 5103 recognizes United States coins and currency as legal tender, and municipalities may adopt reasonable procedures governing the handling of cash transactions; and

WHEREAS, the U.S. Department of the Treasury has provided guidance permitting standardized rounding practices when exact coinage is unavailable, provided such practices are disclosed and consistently applied; and

WHEREAS, the City acts pursuant to its authority under the Kentucky Revised Statutes to manage municipal finances and administrative operations;

NOW, THEREFORE, BE IT ORDERED by the City Council of the City of Fort Wright, Kentucky, as follows:

SECTION 1. PURPOSE

The purpose of this Municipal Order is to establish a uniform procedure for rounding cash transactions when pennies are not available, ensuring equitable treatment of all persons and efficient municipal operations.

SECTION 2. APPLICABILITY

This policy shall apply to all City Departments and Offices that accept in-person cash payments.

- This policy applies **only to Cash Transactions**.
 - Payments made by credit card, debit card, check, electronic transfer, or other non-cash methods shall be processed to the exact cent and are not subject to rounding.
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SECTION 3. ROUNDING POLICY

When pennies are not available in a cash drawer, the total amount due for a cash transaction shall be rounded to the nearest five cents (\$0.05). Rounding shall be applied only to the final transaction total.

SECTION 4. ROUNDING METHOD

The following rounding rules shall apply:

- Amounts ending in \$0.01 or \$0.02 shall be rounded down to \$0.00
 - Amounts ending in \$0.03 or \$0.04 shall be rounded up to \$0.05
 - Amounts ending in \$0.06 or \$0.07 shall be rounded down to \$0.05
 - Amounts ending in \$0.08 or \$0.09 shall be rounded up to \$0.10
 - Amounts ending in \$0.00 or \$0.05 shall remain unchanged
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SECTION 5. CONDITIONS

- A. Rounding shall occur only when pennies are not available at the point of transaction.
 - B. If pennies are available, exact change shall be provided.
 - C. This policy shall be applied uniformly and without exception to all qualifying cash transactions.
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SECTION 6. TRANSPARENCY AND NOTICE

- A. Notice of this policy shall be posted at all locations where cash payments are accepted.
 - B. Receipts shall reflect the original amount, any rounding adjustment, and the final amount paid.
 - C. City staff shall provide an explanation of the policy upon request.
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SECTION 7. FINANCIAL CONTROLS

- A. Departments shall maintain appropriate records of rounding adjustments.
 - B. Cash reconciliation shall be based on rounded totals actually received.
 - C. This policy is intended to be revenue-neutral over time and shall not be implemented for the purpose of generating additional revenue.
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SECTION 8. EFFECTIVE DATE

This Municipal Order shall become effective on **July 1, 2026**.

SECTION 9. SEVERABILITY

If any provision of this Order is held invalid, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

SECTION 10. REPEAL OF CONFLICTING POLICIES

All prior policies or administrative practices in conflict with this Order are hereby repealed to the extent of such conflict.

ENACTED BY THE CITY COUNCIL OF THE CITY OF FORT WRIGHT, KENTUCKY,
THIS 5th DAY OF August, 2026.

Dave Hatter, Mayor
City of Fort Wright, Kentucky



ATTEST:

Kerrie Holland, City Clerk

