



## PENNY SHORTAGE ROUNDING POLICY

### Purpose

Due to the discontinuance of pennies and their limited availability in circulation, the purpose of this policy is to establish a standardized method for rounding cash transactions to ensure efficiency, consistency, and fairness in financial operations.

### Policy Statement

All cash transactions conducted by The Town of Hertford shall be rounded to the nearest five cents (\$0.05) in accordance with the guidelines set forth below. This policy is intended to minimize the need for pennies while maintaining equitable treatment of customers.

### Rounding Procedures

For all applicable cash payments, the final transaction total shall be rounded as follows:

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

### Applicability

This policy applies exclusively to transactions paid in cash. All non-cash transactions, including but not limited to credit cards, debit cards, checks, and electronic payments, shall be processed for the exact amount due without rounding.

### Implementation

This policy shall remain in effect until such time as the supply of pennies returns to normal levels or the policy is otherwise amended or repealed. It shall be reviewed periodically for compliance with applicable statutes and regulations.

### Authority

This policy is adopted under the authority of Town Council of the Town of Hertford, in accordance with municipality financial procedures, N.C.G.S. § 159, and all other applicable financial management responsibilities.

### Effective Date

This policy shall take effect upon adoption by the Hertford Town Council on April 27, 2026.

  
Gina Durante, Town Clerk



  
R. Ashley Hodges, Mayor