



**TOWN OF DEWEY-HUMBOLDT
ADMINISTRATIVE REGULATION**

AR № 08-05

Subject: *Counter Cash Management*

Effective Date: Dec. 18, 2008

1. Scope. This policy applies to all cash transactions, including Building Safety, Public Works and general assistance to the public.
2. Purpose. To establish principles regarding cash received at the lobby counter.
3. General.
 - 3.1. No checks or cash will be accepted after 4:00 p.m.
 - 3.2. All transactions must be documented by an entry into the counter log (include all relevant information, e.g., applicant's name, permit number and the amount of the deposit received).
 - 3.3. The Finance Director or designee will retrieve contents from the cash box daily.
4. Permit Procedure. This procedure applies to all transactions involving Town permits, including building, right of way, and other permits.
 - 4.1. Assign Black Bear Permit Number to the Application.
 - 4.2. Print Permit Number on the upper right-hand corner of the application.
 - 4.3. Collect deposit from applicant.
 - 4.4. Complete the hand-written receipt form and give the applicant the original copy.
 - 4.5. Enter the receipt number onto the application form and make a copy.
 - 4.6. Attach the "bank deposit stamped check" to the copy of the application form and place in the tray located in the center drawer of the lobby counter. If the payment is made in cash, write cash across the face of the copy of the application before placing it in the tray and then place collected cash in the cash box. (cash box is located in the center drawer of the lobby counter)
5. Land Use Application Procedure. These procedures apply to all fee transactions involving Land Use applications (zoning amendments, design review, variance requests, etc.).
 - 5.1. Assign Black Bear Tracking Number to the Application.
 - 5.2. Print Tracking Number on the Application.
 - 5.3. Collect the appropriate fee from applicant.
 - 5.4. Complete the hand-written receipt form and give the applicant the original copy.
 - 5.5. Enter the receipt number onto the application form and make a copy.
 - 5.6. Attach the "bank deposit stamped check" to the copy of the application form and place in the tray located in the center drawer of the lobby counter. If the payment is made in cash, write cash across the face of the copy of the application before placing it in the tray and then place collected cash in the cash box. (cash box is located in the center drawer of the lobby counter)

6. General Services Procedures. These procedures apply to all fee transactions not covered by the foregoing.

6.1. Make a copy of the original receipt on 8.5 x 11-inch paper.

6.2. Place receipt copy in the tray located in the center drawer of the lobby counter (just the same as copies of permit applications).

TOWN MANAGER APPROVAL	Initial: _____
Notes: _____	