



**TOWN OF DEWEY-HUMBOLDT
ADMINISTRATIVE REGULATION**

AR № 09-02

Subject: *Cash Handling*

**Originally adopted in Sept. 2009;
Revised Date: July 1, 2017**

1. Scope. This policy applies to employees in all Town programs agencies and authorities except the Court that handle cash.
2. Purpose. The purpose of this document is to present a clear set of procedures designed to safeguard the receipt and disbursement of cash. It is the responsibility of each Town department head to provide for the proper control of cash within the guidelines set forth in this manual.

For the purposes of this document, cash consists of coins, paper currency and all forms of negotiable instruments. Examples include personal checks, cashier's checks, bank drafts, traveler's checks, money orders and all other instruments that may be transferred by endorsement and delivery within the ordinary course of business activity.

3. Cash Receipts.

- 3.1. All Cash receipts shall be reconciled daily and submitted weekly to Finance.
- 3.2. Receipts shall be pre-numbered and be prepared in triplicate.
 - 3.2.1. Top (white) copy shall be given to the customer at the counter.
 - 3.2.2. Second copy (yellow) shall be submitted to Finance with documentation i.e., copy of permit.
 - 3.2.3. Third copy (pink) must always remain in the receipt book.
- 3.3. A receipt shall be written for all payments received and type of payment shall be indicated.
 - 3.3.1. All cash payments taken must be documented and the receipt signed by the employee who accepts the payment.
 - 3.3.2. The employee shall stamp "For Deposit Only" on the back of each check in the endorsement area and write the Receipt number on the front top section of the check.
- 3.4. Receipts shall be written in ink and all parts completed.
 - 3.4.1. The form and composition of payment shall be clearly noted.
 - 3.4.2. All receipts shall be used in numerical order and must be accounted for; including any voided receipts.

4. Permit Payments.

- 4.1. The permit number and the parcel number shall be written on the receipt.
- 4.2. A copy of the receipt will be kept with the payment. Both shall be remitted to Finance at the end of the week with the weekly close documents as described in Section 6 below.

5. Cash Box.

- 5.1. During working hours, cash must be kept in a cash box in a locked drawer.
- 5.2. Employees shall not commingle private monies with Town funds.

- 5.3. Employees shall not borrow money from Town cash or issue personal I.O.U.'s in exchange for Town funds of any kind or under any circumstances.
- 5.4. All cash overages, regardless of the amount, shall be separately deposited with Finance, as a cash overage at the same time as all other cash receipts are deposited.
- 5.5. The cash register/cash box will be reconciled and the report and monies will be deposited with Finance weekly (see Weekly Close).

6. Weekly Close.

- 6.1. At the close of each business week, numbered receipts (yellow copy) and all currency, checks, money orders, etc. shall be counted and reconciled through documentation on the Daily Cash Transmittal Form.
- 6.2. The totals on the Daily Cash Transmittal Form, corresponding pre-numbered receipts (yellow copy), and actual collections shall all agree.
- 6.3. The Daily Cash Transmittal Form, the actual collections, and the supporting documentation shall be "deposited" with Finance (or designee in their absence) according to the procedures outlined below.
- 6.4. Weekly deposits shall be made to Finance.
- 6.5. When deposits are delivered, Finance will verify the deposit by performing a recount of the collections and a review of the receipts and Transmittal Form. Once a deposit is verified, a copy of the Transmittal Form will be signed by the Finance employee. A copy will be given to the person making the deposit for the departments own record.

TOWN MANAGER APPROVAL	Initial: <u> JC </u>
Notes: _____	