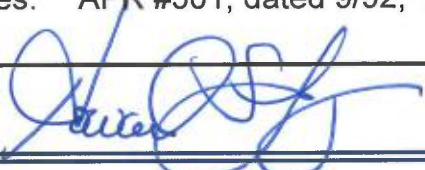




Administrative Policies and Procedures

Policy Title: Rules for Handling Cash Payments	Policy Number: 501
Effective: 8/17	
Supersedes: APR #501, dated 9/92, 1/93, 8/07	
Approval: 	Page 1 of 3

1. Purpose

To establish an appropriate policy for handling cash.

2. Policy

- 2.1 All payments made to the city shall be deposited in an approved revenue collection station. Cash collected is to be deposited on a daily basis at either the Customer Service Center or the bank. Deposits must be reconciled with reports generated from the revenue collection station on a daily basis. Service areas may establish minimum thresholds for deposits, subject to approval by the Chief Financial Officer.
- 2.2 A numbered receipt will be issued for every transaction and offered to the customer.
- 2.3 The cash register drawer shall be closed after each transaction.
- 2.4 Unauthorized persons shall not be permitted to operate a revenue collection station or handle cash.
- 2.5 Any cash register or malfunction to a revenue collection station shall be reported immediately to a supervisor.

- 2.6 No money shall be taken from any revenue collection station or other city cash receptacles for personal use. City funds shall not be borrowed or commingled with personal money.
- 2.7 All cash shortages and overages must be noted and the supervisor informed immediately by the employee who discovered the shortage or overage.
 - 2.7.1 If there is a shortage, the money should be taken from starting cash reserves to make the deposit equal to the amount indicated on the revenue collection reports. Shortages taken from starting cash reserves must be recorded on the safe reserve log.
 - 2.7.2 If there is an overage, it should be deposited on the Treasurer's Report under "Miscellaneous Revenue (Overage)".
- 2.8 All cash and checks shall be deposited in an approved cash drawer after each transaction is completed.
- 2.9 All cash and checks must be secured in a locked safe outside the hours of operation for the location.
- 2.10 Refunds are to be made by the Accounting Services Unit through preparation of a check request. Exceptions to this rule must be approved by the Chief Financial Officer.
- 2.11 The City does not accept any foreign currency submitted in payment of fees or charges.
- 2.12 Violation of any of the above by an employee will result in disciplinary action.
- 3. Starting Cash Reserves
 - 3.1 The maximum starting cash reserve for any location will be \$1,500. The Service Area Administrator and Treasurer must approve all starting cash reserve funds.
 - 3.2 Starting cash reserves shall not be used for reimbursement requests or refunds.
 - 3.3 Safe reserve balances must be logged on a daily basis, or whenever the reserve cash is accessed.
 - 3.4 If safe reserve declines through shortages, supervisors may request replenishment of safe reserve via check request to the Accounting Services Unit.

3.5 Discrepancies between the cash reserve log and the actual cash reserve are to be reported to a supervisor immediately.

4. Procedures

Service Areas must develop their own cash handling procedures in compliance with the above policy subject to the approval of the City Treasurer. This will ensure compliance for the annual audit.