

<p><i>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</i></p> <p>Prince George, Virginia</p>	<p>POLICY NUMBER: 45.1 through 45.15</p>	<p>Page 1 of 4</p>
<p>SUBJECT:</p> <p>Cash Handling Procedures</p>	<p>SUPERSEDES:</p>	<p>DATE ISSUED: January 24, 2017</p>
<p>AUTHORIZATION: Adopted by the Board of Supervisors January 24, 2017; to become effective immediately</p>		

45.1 Purpose

This policy shall be followed by all departments receiving money or cash intended for the County. “Cash” or “money” includes coin, paper currency, check or any other form of negotiable instrument. The head of each Department is responsible for the department’s compliance with this policy.

45.2 Overview

All officials and employees shall comply with the following procedures for receiving cash at all points of collection:

- Properly accounting for cash as it is received.
- Separate by personnel all the duties related to accounting, which includes cash collection, depositing, reconciling and reporting.
- Distribute to payor pre-numbered receipts for all cash received.
- Department and supervisor approval of any voided cash receipts.
- Deposit of cash promptly at the County’s Treasurer’s Office or into an authorized County account if the department maintains a separate bank account.
- Reconcile validated deposit forms to supporting documentation and to the account statement.
- Finance Director shall approve of any changes in cash handling procedures.
- Compliance with any further proper safeguarding of cash procedures as determined by the Finance Department.

45.3 Who Should Know About this Policy?

All County officials who are entrusted with the receipt, deposit and reconciliation of cash for County related activities shall be knowledgeable of the procedures and shall follow this policy.

45.4 Segregation of Duties

No one employee, acting alone, shall control a transaction from the point of receipt until deposit with the Treasurer or bank unless an alternate process is approved by the Finance Department.

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45.5 Hand Delivery

Unless otherwise specified, all cash must be hand delivered to the Treasurer’s Office or bank by 3pm on the business day following the day of collection. No cash deposit shall be sent via interoffice mail. All cash must be securely held in department until time of deposit.

45.6 Deposit of Cash with Treasurer

Departments who do not maintain a separate bank account must deposit all cash receipts with the Treasurer with a list showing cash received and receipt codes properly labeled. Each department is required to submit a transmittal sheet with each deposit. Transmittal sheets will be designed for each department by the Finance Department in conjunction with the Treasurer’s Office. Deposits and necessary documentation must be given to a cashier for receipting by the Treasurer’s Office. Only front-line cashiers on-duty can accept cash receipts. The cashier will verify the cash receipts, and the department will be given a copy of the transmittal form with documented approval of the Treasurer’s Office.

The department representative must wait for the cash receipts to be verified and receipted. Should the responsible party making the deposit fail to wait, all work on the deposit will cease, and the department head will be notified.

45.7 Deposit of Cash into Separate County Bank Account

Departments who maintain a separate bank account should prepare and retain a list showing cash received and receipt codes properly labeled. A separate bank deposit slip should be prepared for each deposit. The department representative must wait for the cash receipts to be verified and receipted by the bank and obtain a bank deposit receipt.

45.8 Timeliness of Deposit

All cash shall be deposited with the Treasurer’s Office or bank no later than 3 pm on the business day following the day of cash collection, but not more than 3 business days (maximum) of receipt.

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45.9 Cash Deposit Preparation

All checks must be made payable to “Treasurer, Prince George County” or “Prince George County.”

Cash receipts must be deposited exactly as they were collected. Cash on hand shall not be used for the purpose of cashing personal checks or paying for goods.

If there is a shortage in dealing with the deposit and it is suspected that the shortage is the result of theft or fraud, the Department Head must notify the Treasurer immediately.

45.10 Security/Accountability of Cash Receipts

It is the responsibility of the Department Head to provide a secure location for holding funds prior to deposit with the Treasurer or bank.

Funds collected during the day must be kept in a locked cash box or bag in a secure location (safe, locked desk drawer, locked file cabinet, etc.). Parties having access to such location should be limited to those who are accountable for funds. Employees should not have access to, or process transactions for, another department. Each department that handles cash for the County shall use a department safe unless exempted by the Finance Department.

45.11 Refunds

All refunds must go through the receiving Department. A request letter signed by the Department Head must accompany every refund request. Refunds may take up to thirty days to be processed by the Finance Office.

A record of all refunds made by departments to customers must be retained. A copy of the original transaction should be filed with a copy of the refund check issued by the County, the department request letter, and any other documents related to the transaction.

45.12 Retention of Records

Every department handing cash receipts for the County should maintain a copy of each customer receipt, deposit receipt approved by the Treasurer’s Office or bank,

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daily reconciliations, and any necessary log of cash receipts for a period of three (3) years.

45.13 Requirements for Shortages

The following procedures shall be followed when a shortage exists and the transaction can be identified:

1. If the shortage is less than \$5.00, the department may follow up with the taxpayer/payor.
2. If the shortage is \$5.00 or more, the department must contact the taxpayer and take necessary action to collect any underpayment.

45.14 Audits

The Finance Office reserves the right to periodically audit departments who collect cash for the County. These compliance visits will be unannounced, so every department shall provide immediate access to cash receipt documentation and records.

45.15 Credit and Debit Card Transactions

Certain authorized departments collect customer payments by credit and debit card. Departments accepting payment by credit or debit card shall:

1. Request proper identification from payor and insure that card holder information matches identification.
2. Issue a customer receipt for the transaction.
3. Verify that credit/debit card transaction is valid and complete.
4. Include credit/debit card transactions in daily deposit totals to insure funds collected match total deposits (cash deposits plus electronic credit/debit card deposits).
5. Retain records in accordance with cash receipts retention requirements.