



County of Gloucester Treasurer's Policy

Subject	Departmental Cash Receipting Policy
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Historical Reference	

Departmental Cash Receipting Policy

The following policy has been established for all departments receiving money for the County. It provides the minimum standards that must be met by all County departments whenever monies are collected. Should you have any questions, please contact the Treasurer or Chief Deputy Treasurer.

Definitions:

Cash Receipts:	All monies, whether cash, check, or other negotiable documents are considered to be cash receipts for the purposes of this policy.
Receipt:	Form used to record receipt of cash, check, or other negotiable document.
Transmittal Sheet:	Form used by department to summarize receipts for the Treasurer's Office. Transmittal sheets either have been, or will be, designed for each department by the Treasurer's Office.

Record of Transaction:

A record of collection must be made by the receiving department at the time of receipt. An official Gloucester County receipt must be given to the person paying the monies at the time of collection. It is not permissible to deliver the receipt to the payor at a later time. The only exception is if the payment is made by mail. Should this arise, leave the customer copy of the receipt in the receipt book. Only upon request should the receipt be mailed to the payor.

Segregation of Duties:

It is essential that no one employee, acting alone, control a transaction from the point of receipt until deposit with the Treasurer. If, due to the size of the department, it is impossible for more than one person to be directly involved, it is mandatory that another employee at a supervisory level review and approve the employee's work.

Departments, in consultation with the Treasurer's Office, will work together in reaching an optimal solution for segregation of duties.

Hand Delivery:

All cash receipts must be hand delivered to the Treasurer's Office by 4:00pm to ensure adequate time to process the deposit. It is not acceptable to send cash receipts via interoffice mail.

Deposit of Cash Receipts:

All cash receipts must be deposited with the Treasurer. A transmittal sheet, along with a copy of each receipt issued, must accompany the cash receipts. Deposits 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 issued an automated receipt.

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

Timeliness of Deposit:

All cash receipts must be deposited with the Treasurer's Office within **24 hours** of receipt. The only exceptions to this are:

- Parks and Recreation and Library money collected on the weekend must be deposited the following Monday, and
- Cumulative receipts totaling less than \$50.00 do not have to be deposited within 24 hours, but they must be deposited within the same calendar week of receipt. This means that all departments collecting money must deposit money at least weekly.

Cash Receipt/Deposit Preparation:

All checks **must** be made paid payable to "**Gloucester County**".

When a check is received, it must be immediately endorsed with the stamp provided by the Treasurer's Office.

Cash receipts must be deposited exactly as they were collected. Cash receipt funds shall not be used for the purposes of cashing personal checks or making payments.

Overages/shortages may not be netted into deposits. These amounts must be shown separately on the transmittal sheet. Once a shortage has been reported, clearing the shortage is the responsibility of the Department Head and/or designee. The Department Head should prepare a voucher drawn on one of their department's line items and payable to Gloucester County for the amount of the shortage. The check should be delivered to the Treasurer's Office as soon as it is prepared. If it is suspected that the shortage is the result of theft or fraud, the Department Head must notify the Treasurer immediately. The Treasurer will then make the necessary notifications as required by law. The suspected theft or fraud must not be discussed with anyone other than the Treasurer or Chief Deputy Treasurer. If the shortage exceeds \$50, the Treasurer's Office will notify the Department Head. The notification will take place within the same day either by telephone or memorandum.

Any person representing the County in the collection of funds (full-time, part-time, or volunteer) is covered under the County Bond.

Security/Accountability of Cash Receipts:

Should it become necessary to hold collected funds overnight, it is the responsibility of the Department Head to provide a secure location.

Funds collected during the day must be kept in a locked cash box in a secure location (safe, locked desk drawer, locked file cabinet, etc.). Persons having access to these secured locations should be limited to those who are accountable for funds. The department must inform the Treasurer's Office of the secure location where funds will be kept and must provide the Treasurer's Office with a key to the cash box.

Employees should not have access to, or process transactions for, another department's fund.

Responsibilities:

The Department Head is responsible for the department's adherence to this procedure and any other departmental procedure referencing cash receipts.

Retention of Records:

Each department should maintain their copy of the departmental receipt, transmittal sheet, automated receipt from the Treasurer's Office, and other documentation for a period of three (3) years. (Refer to the Records Retention and Disposition Schedule.)

Requirements for Identifiable Shortages:

The following procedures will 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. This is strictly voluntary.
2. If the shortage is \$5.00 or more, the department will be responsible for contacting the taxpayer (phone call followed by a letter, if necessary) to collect the money.

If the funds are not recovered, the employee receipting the money, or the Department Head, will be personally responsible for paying the shortage.

Audits:

The Treasurer's Office will periodically audit departments who collect cash receipts to verify that the established procedures are being followed. These compliance visits will be unannounced, so departments should be prepared at all times to provide Treasurer's Office personnel with immediate access to the locked cash box and receipt book.