

City of Barre, Vermont

Cash Collection and Handling Policy

Introduction

The purpose of this policy is to establish and document the flow of cash and cash receipts, and provide guidelines for the proper management of monies for those employees responsible for receiving, handling, and safeguarding cash. The custodian of every cash fund is responsible for the integrity of the cash fund. Employees should understand their accountability for all monies which are the property of the City.

These policies and guidelines are for the protection not only of the City cash, but also those employees charged with cash handling.

Definition: "Cash" - money in any form of currency (coins and bills). Also referred to as cash receipts.

Cash Handling General Policy

Purpose: Provide direction for departments and staff in the collection, custody, and reporting of cash, and outline specific cash handling procedures for department use.

- Except under the exceptions listed below, no departments other than the clerk's office, the water & sewer billing collection office and the delinquent collections office shall accept payments in cash.
- All incoming cash should be acknowledged on sequentially pre-numbered cash receipt or through a cash register. Cash should be counted in the presence of the person presenting it for payment. A copy of the receipt should be given to the customer. No foreign currency is ever accepted.
- All cash is to be forwarded to the clerk's office for processing within one business day, using NEMRC reports and the Barre City chart of codes to indicate where the funds are to be deposited.
- Monies should never be unattended. This applies to cash registers, desk tops, and cash drawers. If an employee leaves his or her work station for any reason, regardless of how briefly, cash must be appropriately secured in a locked place.
- Unauthorized persons should not be allowed in areas where cash is handled.
- Large sums of cash should be counted and handled out of sight of the general public.
- Individuals should keep working cash funds to a minimum at all times. Excess funds should be in a locked device or deposited in the clerk's office.
- Cash received must not be used for petty cash purposes, etc. Expenditures or refunds cannot be made from cash receipts.
- For overnight storage and during other periods when cash is not being used, it should be kept in the locked cash cabinet in the vault in the clerk's office.
- Under no circumstances should an individual keep city cash with their own personal funds, deposit city funds in a personal bank account or take city funds to one's home for safekeeping.

Responsibility of city departments:

- Ensure appropriate stewardship of public funds.
- Protect employees from risk by following policies and procedures.

Adopted by City Council on 9/16/2014

- Provide for the safekeeping and timely, accurate deposit of funds.

Exceptions

The following departments are recognized as having occasions on which cash is tendered to them for services rendered. Staff in these departments receiving cash must follow the deposit general policy below.

- Fire Department
- Police Department
- Recreation Department
- Cemetery Department

Deposits General Policy

Purpose: Provide direction for city departments in the forwarding of cash to the clerk's office for proper accounting and depositing, and outline specific procedures for department use.

- Departments must deposit cash with the clerk's office on the same business day on which it is received.
- Departments may not accept more than \$100 in cash per transaction. Transactions of cash larger than \$100 must be conducted in the clerk's office.
- If cash is collected after business hours or on weekends and it is not possible to deposit it with the clerk's office on the day it is received, it must be stored overnight at the Public Safety Building under lock and key. Such cash must be delivered to the clerk's office on the next business day.
- The timely deposit of monies received provides for improved control of funds which reduces the risk of loss due to errors, carelessness, or theft.
- Expenditures or refunds cannot be made from cash receipts.
- If a department finds isolated events where it is unable to comply with the deposit requirement due to unusual circumstances beyond its control, the department shall document the reasons for the occurrence and retain the documentation in department files, as this may prove beneficial to the department in the event of an audit.

Responsibilities: It is the responsibility of departments receiving any monies to:

- Meet same-business-day or next-business-day deposit requirements as outlined above.
- Provide appropriate and accurate information when presenting deposits.
- Safeguard deposits.

Adopted and approved by the Barre City Council on September 16, 2014.

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