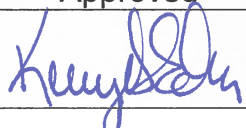





Administrative Policy

Title: Cash Receipting				
Administered By: Administrative Services (Finance)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01200.403	12-92 (10-21-93)	01-03-17		

This Policy had been numbered Policy 300.06. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 300.06
 Issued: 12-92
 Revised: 10-21-13



ADMINISTRATIVE POLICY

Policy: Cash Receipting					
Responsible Department: Finance					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
300	.06	12/1992	10/21/2013	<i>Kerry Ecker</i>	<i>[Signature]</i>

POLICY

In order to comply with the City's audit requirements and ensure uniformity, the following cash receipting procedures must be followed. These procedures increase efficiency and maximize security and internal control.

PROCEDURES

I. CASH RECEIPTING – FORMS CONTROL

- A. The Finance Department is responsible for the control and accountability of all cash receipting forms issued by City departments. New receipt forms, as well as changes made to existing forms and templates must be approved by the Finance Department for approval.
- B. All cash receipting forms that are issued for monies collected, such as permits, licenses, fees, standard general four-part receipts, etc., must be pre-numbered or have a computer generated number and be imprinted with the City of Corona logo. In cases where a control number is automatically generated by system software, staff in the issuing department must not be able to change or edit the number. There is no practical way to exercise any degree of control over the use of non-printed receipt forms, such as "Rediform" receipts that can be purchased at office supply stores. Therefore, their use is prohibited.
- C. Cash receipt forms must be issued in strict numerical order. The issuing department must maintain a numerical file copy (audit copy) of all receipt

forms issued for three fiscal years plus the current fiscal year. Destruction of all forms must adhere to City standards.

- D. All copies of voided receipts must be forwarded to the Finance Department for verification and audit. Voided copies will be retained by Finance. (Exception: the last copy of a four part receipt that remains intact in the receipt book). Issuing departments requiring a file copy will receive a photocopy.
- E. When receipts have not been processed through the Finance Department in strict numerical order or numbers are missing, a memo requesting an explanation will be issued by the Finance Department to the department responsible for that receipt.
- F. All cash receipt forms must be filled out completely and all copies should be legible.
- G. Should a correction need to be made, cross out the error and write the correction beside it (i.e. ~~100.00~~ \$1.00). At no time should the original error be covered up so that it cannot be read. A supervisor must initial all changes.
- H. Cash receipt forms must be processed immediately upon any receipt of cash, except as noted below:
 - 1. Transit Services will deposit cash received daily directly to the City's bank. The pre-approved "Report of Departmental Cash Receipts" will be e-mailed daily to the Finance Department. Monies collected over weekends and holidays will be held overnight in a vault and then deposited with the City's bank on the next business day.
 - 2. The Library and Recreation Services Department will deposit cash received on a daily basis for special events and pool deposits, directly to the City's bank in a night-drop bag. A pre-approved "Cashier's Daily Report" must be filled out, along with a duplicate deposit slip, and presented to Finance Department for validation. The night-drop bag number should be referenced on the report and the deposit slip. Since cash registers are used at the various pool locations, cash register journal tapes must also accompany the "Cashier's Daily Report."
 - 3. For special recreation activities, where the fee is minimal and the writing of receipts is not cost efficient, a log of the participants and

fees paid will be kept. A copy of the log will accompany the deposit to Finance Department.

II. CASH RECEIPTING – CASH REGISTER PROCEDURES

For departments using a cash register, the following procedures must be followed:

- A. Every user must have his or her own user name or user group identifier to operate the cash register.
- B. No user is to enter the cash register under any other user name or user group identifier except his or her own.
- C. The user is responsible for the safekeeping of monies in their custody. Therefore, under no circumstances are monies to be left in an unlocked location unattended. If you must leave your station, all monies must be secured.
- D. The "Cash Tendered" key on the cash register should be used at all times. Example: if the customer presents a \$20 bill for an \$8 payment, \$20 should be entered into the cash register as the "Cash Tendered" amount and the register will calculate the change due of \$12.
- E. Should an employee make an error in ringing up a transaction, it should be voided by a supervisor or lead person and then re-entered correctly. If the error is found the following morning during balancing, an adjustment form should be filled out, initialed by the employee and approved by a supervisor or lead person. This form should be included with the daily cash receipts sent to the Finance Department. A copy should be retained by the issuing department for its records.

III. CASH RECEIPTING – ACCEPTANCE OF CASH/CHECKS

- A. Check acceptance: When a check is accepted as payment, it is important to verify that the name on the receipt and the name on the check are the same. If it is not, it is up to the cashier issuing the receipt to be sure the receipt contains the check information and the check has the receipt number written on it. Additionally, the written amount of the check and the numerical amount of the check must be the same. If it is not, the check must be accepted for the customer's written amount, as that is considered the legal amount of the check. With a red pen, write

the corrected numerical value above the customer's numerical amount of the check.

B. Counterfeit bills: To the best of the cashier's ability, bills should be checked for counterfeit. Bills can be checked by feel, black light, and/or counterfeit pen. If a bill is potentially counterfeit, review with a supervisor.

1. If the customer is physically present, contact Police Dispatch at ext. 4911 (for internal calls only). They will send an officer to speak with the customer.
2. If the customer is not physically present (received through the mail or other means), contact Police Records at ext. 2330. They will contact dispatch. This will be considered a low priority call and an officer will respond when available.

Indications that currency *may* be counterfeit include the following:

- Lines are not sharp, crisp, and clear.
- Colored silk threads are not apparent.
- The bill feels different (i.e., slick, slippery, etc.).
- Shaded areas, especially the background of the portrait or Great Seal, are not crisp and clear.
- The print on the bill is not straight or not centered on the paper.

Indications that currency *is* counterfeit include the following:

- Denominations or serial numbers vary on the same bill.
- Two or more bills list the same serial number.
- The incorrect portrait is printed on the denomination. Correct portraits are:
 - \$1 George Washington
 - \$2 Thomas Jefferson
 - \$5 Abraham Lincoln
 - \$10 Alexander Hamilton
 - \$20 Andrew Jackson
 - \$50 Ulysses S. Grant
 - \$100 Benjamin Franklin

IV. CASH RECEIPTING – DEPOSIT OF FUNDS

A. City Hall main lobby cashiers: All cash, less cash drawer starting balance, should be deposited by the end of the business day into the SafeConnect machine, located in the Finance vault on the first floor of

City Hall. Cash should be deposited throughout the day so (1) drawer does not contain excessive cash and (2) the final deposit doesn't take too much time. Bills that are rejected by the machine shall be placed in an envelope and sealed. Cashier's name and bill amount shall be written on the front of the envelope. Deposit into the "manual drop" slot on the SafeConnect machine.

B. Other departments:

1. Departments utilizing the SafeConnect machine:

- a. All cash receipts should be deposited with the Finance Department by 1:00 pm on the business day following the day the transactions were processed.
- b. Deposit cash into machine and retrieve receipt showing deposit.
- c. Bills that are rejected by the machine shall be placed in an envelope and sealed. Employee name, department name, and bill amount should be written on the front of the envelope. Deposit envelope into the "manual drop" slot of the SafeConnect machine and retrieve receipt showing deposit.
- d. Log in deposit information on deposit list located with the Finance cashiers.
- e. Take SafeConnect receipt, paperwork, coins, checks, and credit card slips to Finance cashier.

2. Departments not utilizing the SafeConnect machine:

- a. All cash receipts should be deposited with the Finance Department by 4:00 pm on the business day following the day the transactions were processed.
- b. Log in deposit information on deposit list located in the vault.
- c. Drop the deposit bag (includes paperwork, cash, coins, checks, and credit card slips) in the mail slot for departmental receipts.

V. CASH RECEIPTING – DEPOSIT PAPERWORK

- A. All deposits submitted to the Finance Department must be accompanied by the appropriate paperwork. Appropriate paperwork consists of a properly completed Report of Departmental Cash Receipts, Cash Central Batch Transaction Report, or other system generated report that details all the receipt forms used, deposit activity, account numbers, and totals collected (with break down of cash, checks, and credit cards).

- B. Receipts should be grouped according to receipt number and all monies including checks, charges, currency and coin, should be submitted in an orderly fashion.
- C. The Cash Central Reports, system generated reports, or Report of Departmental Cash Receipts, along with all monies collected, and all receipts and/or cash register tapes must be placed into the deposit bag.
- D. If the department is not utilizing the SafeConnect machine, the paperwork, cash, checks, and credit card slips should be placed in a plastic bank bag and sealed. Bags are provided by the Finance Department for each department's use. The front of the bag must be filled out completely, with the Department Name, Amount of Deposit, Date of Work, and Date of Deposit. This information must also be included on the Tear Strip, which the department will keep for its records.

VI. CASH RECEIPTING – ADDITIONAL PROCEDURES

- A. If transactions cannot be completed on the date received, monies must be held overnight in a cash vault. If no vault is owned by such department, monies must be brought to and placed in the Finance Department's vault. Offsite cash collection locations must have a secure place for holding monies until depositing with Finance Department during normal working hours.
- B. The deposit bags will be opened and counted by Finance staff. If there are any discrepancies in the deposit, an additional staff member may count the deposit. If needed, staff will make corrections, and initial any changes that are made. Discrepancies greater than \$5 are initialed by a supervisor. A corrected copy will be forwarded to the department.
- C. Transit Vouchers: TranBen Transit Vouchers may be accepted as a form of payment for transit purchases only. The voucher should be handled in the same manner as a check. If the voucher is for less than the amount of purchase, the customer is responsible for the difference. If the voucher is for more than the amount of purchase, NO change is due back to the customer. The difference would be received as revenue in the Transit Fund in the same account as the pass that was purchased.
- D. Cash receipts, change funds, and petty cash accounts must not be used for any unauthorized purpose, such as: cashing personal checks, making employee loans, holding back cash receipts for an unauthorized change fund, making petty cash purchases out of cash receipts or change funds, or making change for the custodian's own personal use,

etc. Any misuse will be considered a misappropriation of public funds and may be prosecuted to the fullest extent of the law.

- E. Department Heads and supervisors should continually monitor cash receipting activities under their control. Any department that handles cash will be subject to periodic, unscheduled cash counts and review of receipt records by the Finance Department. From time to time, the City's outside auditors may also review these transactions and report any deficiencies within a department.
- F. It is important that correct and active account numbers are used. Staff should be continually informed of current account numbers that are used on cash receipts within the department and any changes that are made.
- G. City staff is prohibited from collecting non-city revenue and performing accounting functions for organizations or events that are not City sponsored.

This policy is in place to ensure the internal control of cash receipts and the safeguarding of the City's assets. All personnel authorized to collect cash will review this policy and sign the Custodian of Cashiers' Change Fund form.

Attached: Exhibit A – Transit Voucher
Exhibit B – Custodian of Cashiers' Change Fund form



TRANBEN TRANSIT VOUCHERS

INFORMATION FOR TRANSIT AUTHORITIES AND PROVIDERS

6273902
\$30.00
Expires: 01/01/12
Thank you for getting on board with public transportation.

THIS ITEM IS VOID WITHOUT A BLUE BACKGROUND & BORDER PLUS A FINGERPRINT AND SAFE WATERMARK - HOLD AT AN ANGLE OR TOWARD LIGHT TO VIEW

TRANBEN
Transportation Fringe Benefit
Valid for purchase of transit passes, fare media and transit services

Sovereign Bank
6273902

\$30.00
Exp: 01/01/12

Payable to Transit Authorities, Transit Vendors & Transit Providers Only
SAMPLE - NOT VALID FOR PURCHASE
Thirty Dollars and 00/00 Cents.....

Signature

This item is administered by TranBen, Ltd. No cash exchange or refund.
For any questions, please call 877-587-6236 or email support@tranben.com.
SEE BACK FOR ADDITIONAL SECURITY FEATURES

⑈ 6 2 7 3 9 0 2 ⑈ ⑆ 0 0 0 0 0 0 0 0 0 0 ⑆ 0 0 0 0 0 0 0 0 0 0 ⑈

Instructions for Transit Authorities, Transit Vendors and Transit Providers

VOID

VOID

THIS CHECK ALSO CONTAINS THE FOLLOWING SECURITY FEATURES which are covered under US Patents: 5,572,653; 5,641,183; 5,772,355; 5,702,364 & 6,030,000

FRONT: Features a custom TB three-dimensional hologram AND the word "VALID" hidden within the heat sensitive padlock.

BACK: Features SAFE and Knight image marks which are fluorescent under a black light.

SIGNATURE AREA: Features a Knight logo and Fingerprint Check wording with a wavy line background.

PAPER: Contains visible and artificial fibers that may be seen under a black light. Paper also contains Chemical Stain and Toner Adhesion features.

MICROPRINTING: Within the border on the face and back of voucher are the words Fingerprint Security, viewable under magnification.

ENHANCED SECURITY FEATURES INCLUDE:

- **FRONT:** Features a custom TB three-dimensional hologram AND the word "VALID" hidden within the heat sensitive padlock.
- **BACK:** Features *SAFE* and *Knight* image marks which are fluorescent under a black light.
- **SIGNATURE AREA:** Features a *Knight* logo and *Fingerprint Check* wording with a wavy line background.
- **PAPER:** Contains visible and artificial fibers that may be seen under a black light. Paper also contains Chemical Stain and Toner Adhesion features.
- **MICROPRINTING:** Within the border on the face and back of voucher are the words *Fingerprint Security*, viewable under magnification.

877.587.6236
www.tranben.com

TRANBEN TRANSIT VOUCHER FAQs

- TranBen provides a valid voucher payment for any transit pass, fare media or transit services.
- TranBen vouchers can be used **only** for transportation or transit-related purchases.
- TranBen vouchers **cannot** be exchanged for cash by individuals.
- If transit purchase is less than amount of voucher, **NO** cash is due back to the customer.
- If transit purchase exceeds amount of voucher, the customer may pay difference out of pocket.
- TranBen vouchers can come in any denomination.
- Transit Authorities, Transit Vendors & Transit Providers simply endorse the back of the voucher and process with other daily deposits in order to receive immediate, full payment.
- Each voucher has a detachable stub which customers may detach and retain as a receipt of payment for fare media or transit services.
- Customer Information section found on the rear portion of the voucher is not mandatory and will not affect the processing of the voucher for payment.
- TranBen provides live customer service 7 days a week. Please call us at 877-587-6236 or by email at support@tranben.com. Our contact information is prominently shown on the front of each voucher.

877.587.6236
www.tranben.com



CUSTODIAN OF CASHIERS' CHANGE FUND

As custodians of the _____ (change fund box number) _____ for the
_____ (Department Name) _____, I agree to the following:

- I/we are responsible and accountable for \$ (amount) in Change Funds that have been issued to the department.
- I/we are responsible for disbursing funds, controlling receipts, compiling documentation and accounting for all monies.
- I/we agree to follow the Cash Receipting Procedures and submit departmental deposits to Finance Department in a timely manner.
- I/we acknowledge that audits of Cashiers' Change funds may be conducted without prior notification.

Signed:

Primary
Custodian Name

Primary
Custodian Signature

Date

Finance Approval:

Kim Sitton, Finance Manager

Date