

SAN RAMON PARKS AND COMMUNITY SERVICES DEPARTMENT

<u>Title:</u> <i>Cash Handling</i>	Department Procedures and Policy Manual	<u>Approved by:</u> Department Head Division Manager Program Managers
<u>Program Area:</u> All	<u>Date:</u> September 24, 2008	Page: 1 of 1

- I. All employees should refer to the current City policy on Cash Receipts (attachment A) and follow all procedures at all times.
- II. No monies shall be held more than 24 hours at any site without being entered into Class. During office hours any cash received over \$500 at the counter must be moved to the safe for the remainder of the day with a notice in the drawer/cash register that the monies have been moved to the safe. Checks/cash that need to be held beyond 24 hours need to be held at the DSCC safe with Program Manager approval.
- III. All program staff must reconcile event revenues and ensure monies are given to Front Line Staff for deposit within 24 hours of the event. If event is held on a Saturday, staff can submit money to Front Line staff on Monday. Monies must be given to Front Line Staff with completed "Event Revenue Cash Form" (attachment B). Front Line staff is responsible for entering monies into Class within the same day and returning a signed copy of "Event Revenue Cash Form" to program staff for verification and records. Original "Event Revenue Cash Form" is to be filed with Daily Cash Balance Reports. All event monies must be placed in a secure safe at all times either at the location of the event or at a site with a secure safe or lock box until delivered to Front Line Staff.
- IV. Cash funds received from Finance for use as change funds must be separated from event revenue and returned to Finance by program staff by next business day. (See Change Fund Policy).
- V. Ongoing programs, such as Open Gym or The Teen Center must deliver monies to the closest front counter on a daily basis using "Event Revenue Cash Form" (attachment B). Front Line staff is responsible for entering monies into Class within the same day and returning a signed copy of "Event Revenue Cash Form" to program staff for verification and records. Original "Event Revenue Cash Form" is to be filed with Daily Cash Balance Reports.
- VI. Each site's assigned Office Technician II is responsible for ensuring the proper handling of all cash and ensuring that all cash handling policies are followed. Those sites without an Office Technician II, the Program Manager, assigned to the site is responsible for maintaining cash handling policies and advising Program Supervisor of any issues.
- VII. Never hold another organization or group's money at any site for any reason. If another organization needs to collect money and hold it, they must provide their own lock box and pickup the money. City staff may not have access to the lock box or handle these monies.

