

# Highland Township Cash Handling and Receipting Policy

Adopted June 12, 2019

## **INTENT**

To ensure proper and consistent cash handling procedures

## **SCOPE**

This policy applies to all Highland Township Departments including Activity Center, DDA, and Transportation \*

## **DEFINITIONS**

Cash – May be comprised of coin, currency, checks, money orders, credit card transactions, and electronic fund transfers.

## **POLICY AND PROCEDURES**

1. Cash funds must not be left unattended. Monies must be stored in a cash box in a safe or locked cabinet, to which access is restricted to the employees designated to handle cash in that department.
2. Bank deposits from Highland Township to the bank must be done by the Treasurer or Deputy Treasurer only.
3. Departments that wish to be a cash collection point must be approved by the Treasurer and acknowledge this policy by signing this policy.
4. Departments that occasionally handle cash receipts are also required to follow procedures and guidelines that apply to cash collection points.

## **AUTHORIZATION TO RECEIVE CASH**

The following employee positions are currently authorized to receive cash.

Treasurer staff – currently Treasurer, Deputy Treasurer, Office Coordinator and Seasonal  
Highland Activity Center – Director, Administrative Assistant and Activity Coordinator  
DDA – Director  
Community Transportation – Director, Dispatcher, Drivers

## **CHANGE DRAWER**

The township treasurer shall maintain a cash drawer to exchange currency in order to make change for financial transactions. Change needs can be approved and provided upon request.

## **PETTY CASH**

The township bookkeeper shall maintain a petty cash fund up to \$200.00 to provide for immediate purchase of emergency materials, supplies or service only. Routine or other non-emergency purchases shall be requested through the purchasing agent or departmental credit card, not from the petty cash fund.

Loans, cash advances, making change and personal check cashing are prohibited. Cash refunds shall not be issued for overpayments at the time of occurrence. Refunds shall be generated through accounts payable.

**CASH RECEIPTS**

- a. The treasurer’s office is responsible for electronically receipting all cash receipts into the township general ledger.
- b. There must be a record of all individual transactions. All hand transactions must be recorded using a two part sequentially pre-numbered receipt book, one receipt for payee and a copy for the receiving department. All checks must be made payable to “Highland Township”. Checks returned for insufficient funds or closed accounts will be forwarded to the treasurer for reconciling. \*Transportation has a different reporting system listed below.
- c. Authorized individuals/ departments who receive cash or checks shall turn over all monies and a copy of all receipts at minimum on a weekly basis. Checks should be negotiated in a timely fashion to avoid stale dated checks that are non negotiable. The amount turned over to the treasurer’s office should equal the total cash receipts for the same time period. The treasurer’s office shall issue an electronic receipt to the department/ individual for all monies received.

**\* TRANSPORTATION PROCESS**

- a. Transportation uses a “HMTP Daily Fares Log” for a summary report with backup from individual drivers recorded on a “Payment Log” that includes prepaid, numbered ticket stubs.
- b. Transportation office personnel are authorized to sell preprinted, numbered tickets. Tickets sold are recorded numerically in a “Ticket Log” book.
- c. Pre-sold tickets are given to drivers in lieu of payment.

I understand the \_\_\_\_\_ Department is a cash collection point and as an employee designated to accept cash, I have read this policy and understand how this department operates within the policy parameters.

\_\_\_\_\_, Signature

\_\_\_\_\_, Printed Name

\_\_\_\_\_, Date