

City of Richmond

Administrative Manual

SUBJECT: Cash Drawers

SECTION: Finance

POLICY NUMBER: AP 505

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Purpose

To establish a City-wide policy and procedure for the creation and maintenance of cash drawers to receive and receipt funds from the public.

II. Policy

The City of Richmond maintains six cash drawers to be used by City employees for receiving funds for payment to the City and to accommodate the public. The cash drawer system will be maintained in accordance with "Receipt and Control of City Funds" Policy AP 502. The cash drawer system is not to be used as a "Petty Cash Fund" (see Policy AP 510).

III. Guidelines and Conditions

A. Cash Drawers

1. The City has six cash drawers as follows:

<u>Location</u>	<u>Monday-Friday Operating Hours</u>
Finance	8:30 am - 5:00 pm
Library	8:30 am - 5:00 pm
Marina	8:30 am - 5:00 pm
Police	8:30 am - 5:00 pm
Plunge	8:30 am - 5:00 pm
Recreation & Parks	8:30 am - 5:00 pm

2. Locations of cash drawers and amounts authorized for each location are designated by the Finance Director.

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B. Guidelines for Cash Drawer Receipting

1. The cash drawer system is intended to be used to make change and to receipt payment to the City.
2. Cash drawers should generally be used for the following:
 - a. Making change to the public.
 - b. Receiving payment for miscellaneous billing, deposits, small contract payments and community registrations.
3. Cash drawers should not be used for:
 - a. Repayments to the City by employees (i.e.; repay travel advances).
 - b. Contract payments pertaining to another department, except that the cash drawer in Finance Department will receipt all types of payment.

C. Custodian's Role and Responsibility

1. Custodians of cash drawers are personally responsible for having in their possession and under their exclusive control the cash amount of their drawer as established for them.
2. The cash drawer custodian at each location should designate and train an alternate custodian and provide that individual's name to the Finance Director.

D. Financial Controls

1. Funds received should be forwarded daily to the Finance Department for deposit in a locked bank deposit bag.

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2. Receipts and records should be forwarded to the Finance Department concurrently with the locked bank deposit bag but not in it.
3. The sum of the cash on hand should equal the limit established for each cash drawer plus the receipts issued after the deposit is forwarded to the Finance Department.
4. Each cash drawer is counted at the close of each business day by the cash drawer custodian and his/her supervisor, working together. The result of the count (over/under) is reported to the Finance Director.
5. Cash drawer funds are subject to surprise cash counts by the Finance Department.
6. Abuses of a cash drawer may result in employee disciplinary action.

VI. Procedures

A. Receipt for payment received by a Cash Drawer Custodian

1. Custodians of cash drawers shall issue an "Official City of Richmond Receipt" form AP 502-1 for the receipt of all funds except debit and credit charges. Debit and credit charges shall only be issued a charge slip for the transaction.
2. Checks received for payment shall be verified for name, address, amount and signature. Custodians will enter upon the check the Social Security number and driver's license number of the payer. Checks shall be stamped with the deposit endorsement before being placed in the cash drawer.
3. Custodians of cash drawers shall follow procedures outlined in the City of Richmond Finance Handbook for cash drawer custodians to report and forward cash and records to the Finance Department daily.

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B. Returned Checks

Returned checks should be cured at the Finance Department cash drawer. The procedure for receiving funds to cure a returned check is that only cash, cashier's check or money order will be accepted.