

Cash Receipts

City of Bell
POLICY FOR CASH REGISTER AND CASHIERING

OPENING ACTIVITY AND CASH DRAWER SET-UP

Ideally, each cash handler/cashier should have their own cash drawer that they are responsible for. When setting up the cash drawer each day, the following procedures should be followed:

1. Arrange your coin and currency in a consistent manner. The cash drawer is divided into separate compartments for different coin, currency denominations, checks, and other items. When possible, you should set-up your cash drawer with the smaller denominations closer to where you position yourself, and larger denominations farther away. This set-up will help prevent the accidental distribution of incorrect denominations.
2. Each cash drawer has a designated "opening" bank amount. You should count and verify that the actual amount in the cash drawer at the beginning of the day agrees to this amount.
3. When the cash drawer begins to get full and/or several large bills have been received, paper clip or rubber band excess currency and if time allows transfer the excess currency from your cash drawer to the safe in the Finance Department. If the currency is turned over to another person for safekeeping, make sure you get a receipt from that person for the amount turned over.
4. Lock all cash and coins in a safe, the cash drawer, or other secure location when not in use.
5. **NEVER** leave your cash drawer unattended unless it is secured.
6. Never let anyone touch your cash drawer, except under your direct supervision.

LOSSES, SHORTAGES, AND OVERAGES

There is a clear difference between a "loss" and a "shortage". The difference lies in the ability of the cash handler to obtain physical custody of the money and how it is safeguarded. A Shortage is an unintentional collection error, such as giving incorrect change or not collecting the correct amount. An Overage occurs when you have collected too much money and cannot immediately return the excess to a specific customer. A loss occurs when the cash handler has obtained physical custody of money and then due to reasons like negligence, an act of God or an unlawful action, cannot deposit the funds into the City Treasury. "Negligence" includes such actions as leaving City money unattended and not properly safeguarding that money from loss. Report all losses to your supervisor immediately.

BALANCING YOUR CASH DRAWER

At the end of the day, the cash handler needs to account for any loss, shortage, or overage in their cash drawer. This process is known as "balancing" your cash drawer. This balancing process involves:

1. Adding the currency, coin, and checks for a total dollar amount on-hand and then subtracting out the beginning balance. Don't forget to account for any funds that may have been removed from the cash drawer for safekeeping during your shift.
2. Determining the dollar amount that has been collected per the cash register.
3. Comparing these two amounts. They should be the same.

The balancing process should take place out of public view in a location away from the collection area to protect the safety of the cash handler.

LOCATING CASH DIFFERENCES

Every reasonable attempt should be made to locate cash differences. If you have a cash shortage or overage, always follow these steps:

1. Recount all coin and currency to agree with your initial count.
2. Make sure you have deducted the proper amount as your beginning cash bank.

If the difference is more than \$5, continue with the following steps:

1. Recheck the amounts per the cash register. Do the amounts for checks and credit card transactions per the cash register agree to your actual count?
2. If a shortage exists, search the area where you were working. Did anything fall behind the counter? Look in the cash register and behind the cash drawer. Did something get stuck there?
3. Look in wastebaskets around your working area and where you balanced your cash drawer. Did anything accidentally get thrown away?

The following are situations that frequently happen and can cause out of balance situations:

- Writing illegibly
- Taking currency out of strap without breaking the strap and not fully emptying coin wrappers when opening them.
- Writing ending cash down incorrectly.
- Handling transactions improperly.
- Picking up figures incorrectly.
- Clipping and wrapping cash incorrectly.
- Dropping part of a transaction in the trash.
- Cash getting stuck behind the cash drawer.
- Not verifying check totals with two tapes.
- Not clearing adding machine before using it.
- Transposing numbers (is the difference divisible by 9?)
- Mixing transactions between multiple drawers.

Below is a listing of possible reasons for hard to find errors:

- Not keeping currency separated by each denomination in cash drawer.
- Sacrificing accuracy for speed.
- Not putting money away immediately after completing a transaction.
- Not locking cash drawer when leaving workstation.
- Forgetting to pay out cash.
- Not counting money twice when paying out.
- Not completely finishing a transaction before starting the next.
- Adding up cash/checks in your head instead of using an adding machine.
- Not looking at cash when you are paying it out.
- Being distracted during a transaction.

City of Bell
PROCEDURES FOR ENTERING CASH RECEIPTS INTO SPRINGBROOK SYSTEM

Below are procedures for the entry of an individual receipt to the Springbrook system.

At the cashier counter a user logs in to their respective computer. The following are steps to process transactions:

If an Accela payment, follow steps 1 through 14. For any other payment type begin with step 15.

1. Click General Revenues
2. Click Payment Processing
3. Click Payment Entry
4. Click small icon with '+' sign to Add a New Data Record *Tab through all the sections of this screen; a new screen will appear*
5. Click Miscellaneous Receipt* **If payment is for a specific bill, click on 'Specific Bill'*
6. Add a new data record- click the icon with '+' sign *A receipt number is automatically assigned*
7. In the Payment Details box, enter information required. *Enter the customer's name, citation #, etc.*
8. In the Charge Details box, enter the information in the Charge Code box and the Charge Amount box *Click on the drop down box to obtain the correct charge code to be used*
9. In G/L Payment Allocation, enter the correct account number
10. click ADD (F4)
11. click PRINT (F10)
12. insert check into printer *Insert check face down.*
13. after check is endorsed click QUIT (ESC)
14. click DONE W/RCPT

15. click \$ icon

16. at Tran Code: enter the code particular to the payment type *If the tran code is unknown, attempt a SEARCH.*

17. at Comment: enter a brief description of the transaction *If a business license payment, enter the name of the business and business license number.*

18. at Unit Fee enter the amount of the transaction

19. click on ADD (F4)

20. continue with steps 2 through 14

City of Bell

POLICY FOR RECORDING PROPERTY TAX AND DIRECT ASSESSMENT REVENUE

SUMMARY

Property tax receipts received by the County of Los Angeles are reported over 13 apportionment periods during the fiscal year. The City receives a monthly distribution from the Los Angeles County Auditor/Controller. The August distribution is split between fiscal years, with the final prior year payments included with the 80% unsecured advance for the current year. Monies are direct deposited to the City's checking account and, therefore, must be recorded by an adjusting journal entry.

The report from the Auditor/Controller is sorted by the tax rate areas (TRAs) they assign to property tax and direct assessment collections. This County's remittance advice needs to be 'translated' to the appropriate City account numbers.

PROCEDURES

1. The City collects revenue for property taxes, pension override property taxes, General Obligation Bonds, sewer maintenance direct assessment, and street lighting direct assessment. Each is remitted in varying amounts each month.
2. The Auditor/Controller also remits payments for the Property Tax/VLF Swap and the Sales Tax "Triple Flip" with the property tax/assessment payments. Each is received in equal amounts in January and May of each year.
3. The Auditor/Controller also remits payments on a monthly basis for Public Safety Augmentation Funds (PSAF) and annually for the COPS Grant allocation.
4. The Finance Director maintains an allocation worksheet that translates the Auditor/Controller's sort to City revenue account numbers. Considerable care should be given to recording in the allocation worksheet, in particular with regard to recording the pension levy.

City of Bell

PROCEDURES FOR PROCESSING CASH RECEIPTS IN THE FINANCE DEPARTMENT

1. Collect cash/checks received the previous day from all cashiers. Verify all monies received.
2. Fill out deposit slips.
 - Write in the batch number of each group of batched checks and the dollar amount for each batch on separate lines on the deposit slip.
 - Write in the currency amount and coin amount on separate lines on a separate bank deposit slip.
3. Prepare cash and checks for deposit to bank.
 - A receipt from the AT Systems ticket book is filled out with the following information:

DATE:	Today's date
SHIPPER:	City of Bell
STREET ADDRESS:	6330 Pine Ave.
CITY:	Bell
STATE/ZIP CODE	CA, 90201
PREPARED BY:	Signature
DELIVERY TO:	Wells Fargo
BRANCH/STORE NO.	SDCV
CONTENTS	Cash/Checks (list separately)
NO. SEALED ITEMS	1 (list each item separately)
BAG/SERIAL NO.	Number on bank deposit bag
SAID TO CONTAIN	Amount of cash & checks

- Tamper resistant bank deposit bag is filled out with the following information:

CUSTOMER NAME	City of Bell
---------------	--------------

Store/Location Number Leave blank

Date Today's date

- Deposit ticket and checks are inserted into appropriate pockets of tamper resistant bank bag.

NOTE: There are three copies of the receipt form. Leave intact and the courier will sign and take two copies leaving the yellow copy as our receipt.

4. Inside a Cash Deposit Only bag, place all currency and coin. Fold with air out and seal bag. Place the white deposit ticket in the 'Deposit Ticket Only' slot and seal. Checks are put in a separate unencoded check bag.
5. Inside an unencoded check bag, place the batch of checks along with the white deposit ticket. Fold with air out and seal bag.
6. Place bags with the courier receipt book in the safe.