

Proposed Cash Handling Policy

City Council

November 24, 2020



Purpose

- Establish expectations for employees, supervisors, and the Finance Department;
- Promote consistent procedures throughout the City; and
- Ensure control and safekeeping of cash assets.



Policy Outline

1. General Cash Controls
2. Cash Receipts
3. Cash Received Through the Mail
4. Balancing of Cash Receipts
5. Deposits
6. Petty Cash
7. Check Cashing Policy
8. Returned Checks
9. Foreign and Mutilated Coin
10. Vending Machines and Concession Activity
11. Exceptions
12. Record Retention
13. Employee and Supervisor Accountability

