

Title: Administrative Policy Cash Handling	Policy No. Part 4, Financial Administration Chapter 3, Accounting Section 5
	Effective Date April 21, 2009
Policy Custodian Director of Accounting	Adoption/Revision Date April 21, 2009

Adopting Resolution(s): CC09-186

References (Statutes/Resos/Policies):

Procedure: yes

Purpose: To ensure accurate, efficient, and secure receipting and processing of cash payments received at all County locations.

Policy: Cash Handling

A. Definition

Cash is any coin, currency, check, money order, or credit card transaction.

B. Accountability

1. All employees who receive cash shall be responsible with and accountable for the handling of cash payments received by the County.
2. At a minimum, the procedures that implement this policy shall be followed to ensure accurate, efficient, and secure receipt and processing of all cash payments. Individual Divisions may implement more detailed and extensive procedures if necessary.