



REGIONAL PARK AND OPEN-SPACE DISTRICT

# CASH HANDLING EMPLOYEE/VOLUNTEER ACKNOWLEDGEMENT

### CHECKS

- ✓ All checks must be restrictively endorsed/stamped on receipt.

### SECURITY

- ✓ Cash and/or checks held overnight must be held in a safe until deposited. If the site does not have a safe, then it should be kept in a secure, locked location.
- ✓ Safe combination is given only to authorized personnel and records maintained as to who has access to the combination.
- ✓ A safe's combination must be changed whenever a person who knows the combination leaves the employ of a cash handling unit.
- ✓ Any employee who observes or is aware of any deviation(s) from the procedures contained in the Cash Handling Manual must immediately notify their supervisor and the District's Fiscal Manager.

### DEPOSITS

- ✓ Deposits must be made at least twice per week, or as soon as accumulated collections exceeds \$250 – whichever occurs first.
- ✓ Deposit counts must be verified by a second person.
- ✓ Transportation/delivery of cash or checks must be in sealed tamper-evident money bag with the tear off slip retained by the originating office.
- ✓ Deposit paperwork must be delivered to the Finance Team within 24 hours of submitting a deposit to the bank.

### RECEIPTS

- ✓ All monies received (cash, check, money order, or credit/debit) must be receipted either through a cash register, District-approved Point of Sale software system, or manually using an Official County Receipt (OCR). A hard copy of the receipt will be provided to the customer for every transaction.
- ✓ OCR's must be used sequentially. Unused OCR stock shall be kept secured, and used OCR books shall be promptly returned to Parks Finance. No new OCR books will be issued until the used books are returned

### CASHIERS

- ✓ Each cashier using an electronic cash register or Point of Sale software system must be assigned a unique cashier ID (and login/password, if applicable) which shall not accessible by or shared with other individuals.
- ✓ Cashiers must lock all cash and cash equivalents in in their cash drawer or safe whenever leaving the immediate area.
- ✓ Documentation of cash differences (overages and shortages) must be maintained for each cashier for subsequent review by a supervisor.
- ✓ VOID transactions are prohibited for all payment types.
- ✓ REFUND and CREDIT transactions must be in accordance with District Policy J-9.

**THE ABOVE INFORMATION IS A SUMMARY ONLY AND DOES NOT SUPERCEDE OR REPLACE ANY PROCEDURE MANUALS, POLICIES, OR OTHER REGULATORY INSTRUMENTS RELATED TO CASH HANDLING.**

## EMPLOYEE/VOLUNTEER ACKNOWLEDGEMENT

I certify that I have received and read a copy of the Cash Handling Procedures manual and fully understand my responsibilities with respect to the policy and procedures as outlined.

<input type="checkbox"/>	Employee
<input type="checkbox"/>	Volunteer

Name	Signature	Employee ID#

Program/Location	Date