

Gila County Policy Cash Receipts and Deposits	Policy Number: BOS-FIN-010	Page
	Issued: 08-20-2012	1 of 1
	Revised: 00-00-0000	

I. PURPOSE:

The purpose of this policy is to provide guidelines for the handling of cash.

DEFINITIONS: Cash - currency, coin, money orders, checks, credit card transactions and Automated Clearing Housing (ACH) wire transfers. Other negotiable instruments may be considered cash.

II. POLICY:

Division of duties in the handling of cash is one of the most effective ways to ensure control over this asset. No individual is to have complete control in the handling of cash. Specifically, there is to be a separation of duties in the actual handling of cash, recording transactions, and reconciling bank accounts. Employees handling cash are to be assigned duties that are complementary to, or checked by, another employee. The person receiving cash must not have authority to sign checks and reconcile bank accounts and should not be able to access accounting records other than cash receipts.

The County is to follow all guidelines as outlined by Arizona Revised Statutes. The use of ACH direct transfers is the most effective and efficient means of handling receipts and deposits of cash and it is suggested that whenever possible this method be utilized. Receipts and deposits should be directed to the County's account with its servicing bank.

SIGNATURES:

CHAIRMAN, BOARD OF SUPERVISORS

DATE

See attached Cash Receipts and Deposit Procedures