

JEFFERSON COUNTY

REVENUE/CASH HANDLING

POLICIES AND PROCEDURES

(Revised and approved April 2016)

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**REVENUE/CASH HANDLING
POLICIES AND PROCEDURES
(Revised April 2016)**

I. AUTHORITY

RCW 36.29.010 describes the following general duties of the County Treasurer, which pertain to revenue/cash handling:

- Shall receive all money due the county and disburse it on warrants issued and attested by the County Auditor;
- Shall issue an original receipt to the person making payment and shall retain a duplicate receipt for all money received other than taxes;
- Shall write on the face of all warrants when paid, the date of redemption, and;
- Shall maintain financial records reflecting receipts and disbursement by fund in accordance with generally accepted accounting principles.

II. POLICY AND PROCEDURES

Many of the revenue handling duties and responsibilities assigned to the County Treasurer by law entail action by other County officers, employees, and agents. In order to assure that all County employees responsible for handling revenue are aware of their duties, the following policy and procedures will provide rules and guidelines for all revenue handlers in Jefferson County.

III. CUSTODIAL RESPONSIBILITY & LIABILITY

A custodian is personally responsible for all County revenue within his/her span of control and may be held liable for any loss occurring, unless the loss was caused by an act of God, a theft, or a statutory exception applies:

- All County revenue handlers shall comply with their departments and the County Treasurer's policies and

procedures. All revenue handlers who fail to comply with their departments or the County Treasurer's Policies and Procedures may be subject to disciplinary action.

- All revenue handlers who obtain custody of County money **may** be held liable for the loss of that money until such time as the money is deposited with one of the County Treasurer's authorized agents.
- All revenue handlers are to be bonded through the county employee bond.
- All transfers of custody for County revenue shall be documented on a Transmittal Form. The form shall acknowledge the exchange of custody for County revenue by the signatures of the person transferring and the person accepting custody.
- A revenue handler shall use a written receipt to document that he/she exercised due care by immediately turning over custody of that County revenue to a departmental cashier.
- A departmental cashier who issues a written receipt accepting custody of County revenue is liable for the timely deposit of that revenue. The liability for timely deposit starts with the original receipt of County money by a County officer, employee, or agent and ends when the County money is deposited with the County Treasurer.
- A deposit of county revenue to an approved after-hours drop box is considered a deposit with the County Treasurer. To use this procedure an agreement must be signed between the bank receiving the deposit and the County Treasurer prior to the deposit.

IV. REVENUE/CASH HANDLER TRAINING

- All revenue-processing county employees shall complete an appropriate training program as designed by the Jefferson County

Treasurer prior to handling, receipting, reconciling or depositing of money.

- New revenue-processing county employees shall review the Cash Handling training presentation prior to any cash handling activities. Said review shall be monitored by department staff and confirmed by the Department Head or Supervisor. The Department Head or Supervisor shall provide the Treasurer with written confirmation that the new employee has reviewed the presentation.
- Ongoing training will be provided to all employees handling cash as a part of county reorientation.
- Re-certification shall be completed by revenue handlers every three years.

V. CASH HANDLER COMPLIANCE

- Department heads shall allow the County Treasurer or an authorized deputy to periodically inspect and report on the department's revenue handling procedures.
- The County Treasurer's report of inspection will indicate whether or not the department's system of revenue handling procedures is satisfactory.
- Department heads are to designate a departmental cashier to handle transmittal of funds and deposits to the County Treasurer's office.

VI. CASH RECEIVING DUTIES

A. Opening Activity - **NOTE: ONLY ONE PERSON SHALL HAVE CONTROL OF A CASH DRAWER ON ANY GIVEN DAY WITHIN A DEPARTMENT**

The designated departmental cashier for that day shall be the custodian of the cash register or drawer, unless employees have their own cash box. Only one person should have control of cash. During lunch hours or in the absence of the cashier, two employees may

handle cash transactions. However, both employees must be present during the transaction and both must verify all cash received and disbursed from cash in the cash drawer in writing.

1. Each cash handler shall sign a receipt acknowledging responsibility for any required change funds.
2. Revenue handlers shall set up their individual cash drawers in a consistent manner with all the bills face up and going the same direction, i.e. smallest denominations on the right and next larger denominations to the left. Checks, money orders, two, fifty and one-hundred dollar bills placed under the drawer.
3. When accepting currency, count each bill by looking at the faces on the currency, not the denominations on the corners. (See examples Altered Currency, Appendix H)
4. Revenue handlers accepting 50 bills (currency) or more may have another employee verify count to assure accuracy.
5. Revenue handlers shall always complete a transaction in its entirety before proceeding to another transaction or offering assistance to another customer.
6. During the day, when the cash tray or drawer begins to get full and when time allows, paperclip or rubber band excess currency. Large sums of money should be removed periodically and secured elsewhere in the event of a robbery. (See banding, strapping guidelines Appendix B and Robbery page 27)

Exception: The Licensing Division in the Auditor's office has two vehicle field service systems each with a cash drawer assigned to the work station. During lunches and breaks other staff works at the workstations and uses the drawers. In this

situation responsibility still needs to be assigned for each drawer and monitored.

7. Loose coin will be accepted in minimal quantities only. Amounts equaling or exceeding the minimal roll (ex: fifty or more pennies, fifty or more dimes) will be accepted if rolled by the depositor.

B. RECEIPTING

All monies (checks or cash) must be receipted immediately upon acceptance. All funds and receipts must be placed in a lockable drawer or cash register; the drawer must be locked at all times when no one is in attendance in the receipting area.

1. All County revenue handlers shall record all corrections of previously recorded transactions, such as refunds, voids, and cancels on a permanent daily collection journal.
2. Any correction shall be reported to the departmental cashier. The revenue handler and departmental cashier shall each initial and date the correction in the daily journal.

C. Cancels

A CANCEL occurs after the collection transaction is completed. A collection transaction is completed when the collected cash is secured, the transaction is recorded, and a receipt is issued to a payee. A CANCEL reverses a previously completed transaction and requires a REFUND to return collected money to the customer. The customer will be required to present the original receipt issued to them and sign and date on that receipt.

D. Refunds

A REFUND is given after the original collection transaction has been completed. A REFUND returns funds or the original check back to the payee. This action is taken at the direction of a department (ex: Assessor changes tax roll). Department heads may authorize their officers and employees to make an immediate documented refund of collected County money that conforms to the following conditions:

- Cash handlers shall refund the original check to the payer who originally wrote the check only upon presentation of proof of identification.
- Cash handlers shall not return "cash back" from a check.
- If the money has been deposited with the Treasurer the refund shall only be made by a Treasurer's check. Treasurer's refunds are processed within two weeks.

E. Voids

A VOID occurs during a collection transaction in which the cash collection drawer has not been closed and a receipt has not been issued. A void does not require a REFUND since the transaction is not completed.

VII. CLOSING ACTIVITY

Persons who collect County money from the public shall balance their cash drawer at the end of their work shift. Preparing a deposit may consist of counting collected monies, filling out a cash count document as stipulated by the employee's department, and preparing a deposit slip.

All counting and/or balancing should occur out of public view in a location away from the collection area.

Balancing Cash Drawer

- 1) At the end of your shift you, as a revenue handler, need to account for all increases and decreases of cash in your cash

drawer. This process is referred to as balancing - the accounting of all county funds received that day. Balancing involves the adding of currency, coin and checks, determining the total revenue received - as documented on the permanent record, subtracting the beginning cash and comparing the total money with the total transactions. These dollar amounts should be the same. As a revenue handler you have your own method for balancing your drawer. However, there are several steps that all revenue handlers have in common.

- a. Remove all currency, coin and checks from the drawer or cashbox. Count your currency and coin and list by denomination on the daily cash count sheet. You will want to count the money as many times as it takes to get the same total twice. (See the example on currency and coin, strapping guidelines Appendix B)
- b. Revenue handlers should list all checks on either an adding machine tape, a deposit slip or computer generated slip and transfer the number of checks and the total dollar amount to the daily cash count sheet. Checks should be restrictively endorsed according to federal law. (See Appendix C) This requires that when taking checks for payment, the endorsement on the back of the check must be kept within 1.5 inches from the trailing edge of the check. The remainder of the back of the check must be left blank. All identification notations, such as a driver's license number, must be placed on the front of the check.
- c. Cash handlers should then "buy" from the remaining cash on hand to bring the beginning cash back to the preferred mix of currency denominations as determined by the revenue handlers' department.
- d. Revenue handlers shall fill out their transmittals and distribute the copies as follows:
 - One copy goes to the Treasurer's office with the deposit.

- One or two copies stay in the department to be filed.
- e. Revenue handlers shall then insert the completed document into a designated deposit bag or envelope with the cash and/or checks to be deposited and store it in a safe place until delivered to the Treasurer or bank. If not deliverable to the Treasurer's office until the next day it must be secured in a safe, locked receptacle or a vault overnight.

VIII. CHECKLIST FOR LOCATING DIFFERENCES

(Note: This checklist is unique to the Treasurer's office. Other offices may insert their own guidelines for determining differences.)

1. Have another person recount all currency and coins.
2. Have another person recount all strapped currency.
3. Rerun totals on excise tax and miscellaneous receipts.
4. Recheck Electronic Funds transfer (EFT) deposits.
5. Scan checklist tape for the amount of the difference.
6. Compare checks to the checklist
7. Compare checks to the tax statements.
8. Break down the deposit

Do not throw out trash in wastebaskets or recycling boxes until balanced. Place trash in vault overnight if necessary.

Note: It may be helpful to refer to the difference chart Appendix D to see if the error or difference could be a transposition of numbers.

IX. CASH OVER & SHORT POLICIES

- All monies received are to be deposited intact with the County Treasurer. If, upon balancing daily receipts, it is discovered that the money to be deposited does not equal the total of the receipts, a cash over/short situation exists.
- A revenue handler has a shortage when an unintentional collection error is made either due to negligence, an act of God, or a theft. Leaving money unattended and not properly safeguarded is an example of a revenue handler's negligence that could result in a loss of County money.
- A revenue handler has an overage when too much money is collected and excess cannot immediately be returned to the customer. If, after an appropriate search and recalculation, the over/short situation still exists, take the following steps:
 - a) Complete the transmittal form to the Treasurer as documented by the receipts.
 - b) If the money to be deposited exceeds the receipt amount, record the overage as a positive amount to the revenue code 369.80 Cashier's Overages and Shortages.
 - c) If the money to be deposited is less than the receipt amount, record the shortage as a negative amount to revenue code 369.80 Cashier's Overages and Shortages.
 - d) For overages and shortages in excess of \$50.00 call it to the attention of the Department Head or Elected Official who must then bring it to the attention of the County Auditor via Report of Loss form. (See Reporting of Losses page 17). For over/under of less than \$10.00 the Treasurers policy is to allow the over/under to be accepted as payment in full for tax payments.

- e) Under no circumstances shall an employee take or supplement money to be deposited in order to force the deposit to balance with receipts.
- f) Under no circumstances shall a county office or department maintain a "slush fund" of money in order to accumulate overage amounts or pay shortage amounts.

X. CASH TRANSMITTAL FORMS

In order to complete the deposit of County funds, revenue handlers and/or department employees complete a Transmittal Form. The form documents the distribution of funds for that deposit. (See Appendix F)

A Transmittal Form should be submitted for all amounts collected and deposited by the revenue handler. To insure that the monies are distributed to the correct fund, the form should identify the fund and BARS number(s), the deposited money's fund ownership and the source of collection.

To complete the form correctly it must include:

- a. The signature of the preparer.
- b. The collecting location.
- c. The amount of the deposit and a breakdown of cash and check amounts.
- d. Distribution instructions (fund and BARS)

XI. PAYMENTS RECEIVED IN THE MAIL

1. Open mail and segregate remittances from other mail. (The person processing the mail and preparing the revenue for data entry shall not be the same person processing the receipts through the cash register, if staffing allows.)
2. Put all unprocessed mail in the vault or locked location overnight.

3. Prepare non-cash payments (checks, money orders, and drafts) for immediate deposit with the County Treasurer. Be sure the check is signed.
 - a. Use an endorsement stamp to restrictively endorse payment to the County Treasurer. The Treasurer will provide endorsement stamps on request.
4. Establish an audit trail link between the check and a remittance accounting form. The audit trail link should provide you with enough information to allow you to reverse the remittance accounting transaction when a deposited check is returned for non-sufficient funds (NSF) See Bank Returned NSF page 11.
5. If you have a check that is payable to the County but lacks information necessary to complete the accounting process, make a photocopy of the check and present the check to the Treasurer's office where a receipt will be issued and the check will be deposited in the bank. The Treasurer's office places the money in a holding fund referred to as the Suspense fund and records it in a separate ledger until the deposit can be identified and transferred to the correct fund.
6. If you know that a check belongs to the County, but is not due to your department's activities, deposit the check in the County Treasurer's Suspense fund and forward the photocopy to the appropriate County department.

XII. ACCEPTANCE OF CHECKS

1. When accepting checks over the counter, revenue handlers should:
 - Check the written amount and the numerical amount. They must be the same. State law says if there is a difference between the two, the written amount is the correct amount for legal purposes. RCW 62A.3-114
 - Be sure the payer signs the check.

- Watch for special wording on a check that may cause it to be void. (I.e., "Not good for over \$1000.00 - or- "Void after 30 days". Any special instructions take precedent over state law.)
 - Refuse acceptance of a **post-dated check** or inform customer check will be processed that day.
 - Accept checks for the amount owed only. Payments received that are over or under the amount should be returned to the issuer, requesting the correct amount be submitted. In some cases a payment over the amount may be accepted and the difference refunded to the payee. Contact the Treasurers office for details. Departments may adopt the Under/Over Policy "\$7.00 rule". The "\$7.00 rule" allows for payments under the amount owing by \$7.00 or less, be considered "short". Payments over the amount owing by \$7.00 or less, may be accepted as "over". This positive/negative amount shall be posted to the over/short fund within the department. This fund will be balance annually and reported to the Jefferson County Auditor. Contact the Treasurers office to establish such a fund.
 - **Never** accept a check written 180 days (6 months) prior to today's date. Banks may not honor the check.
 - No foreign checks should be accepted **unless** they state "Payable in US Funds."
 - **Never** accept a two-party check.
 - In departments with no recourse if a bad check is accepted, cashiers should require picture ID when the individual paying by check is not known. Be sure to check the ID to the check and the check writer. A driver's license number should be written on the face of the check. (Exception examples - Treasurer, courts.)
2. **No employee or personal checks** may be cashed either from a cash drawer, change fund or petty cash.
 3. Employees should never process their own business or that of family or close friends.

4. A restrictive endorsement should immediately be placed on the back of the check. When depositing funds with the Jefferson County Treasurer the following example should be followed:

Jefferson County Health Department
For Deposit Only
Jefferson County Treasurer
(Treasurer's account number)

Or, when depositing into a bank account **other** than that maintained by the Jefferson County Treasurer:

Jefferson County Health Department
For Deposit Only
(Your account number)

XIII. BANK RETURNED (NSF) CHECKS

- This policy applies to all checks made payable to the County Treasurer or a county department, which are returned by the bank. Checks may be returned due to insufficient funds, closed account, invalid signature, stop payment, or any other condition making the check invalid.
- The bank will redeposit NSF checks for a second time. If returned the second time or for other reasons the Bank will debit the Treasurer's account and deliver the check(s) to the Treasurer.
- Treasurer's staff will contact the originating bank to determine if funds are available to cover redeposit of the check.
- If funds are still not available the Treasurer's staff will contact the department to obtain the fund and BARS numbers.
- The Treasurer's staff will debit (negative receipt) the fund and BARS account in the amount of the returned check.

- Action should be taken by the department involved to stop service, or revoke taxes, license or permit, or other suitable action. The Prosecuting Attorney's office should be notified if the amount exceeds \$200.00 or if criminal prosecution is anticipated. No new goods or services will be provided until payment is received for the prior goods or services. The department will adequately document the action taken in their files and records.
- The county will accept only the following as payment for a bank returned check: cash, money order, or bank cashier's check unless a wrong and/or closed account has been used mistakenly by a customer.
- A \$30.00 processing fee will be charged on all NSF checks; the processing fee to be forwarded to the Treasurer.
- If feasible, departments may want to maintain a list of persons who have and checks returned by the bank and determine an internal policy for refusing acceptance of further checks. Multiple returned checks for the same person should be referred to the Prosecuting Attorney for possible criminal prosecution.
- Departments who have legislative or court-appointed procedures for NSF checks are exempt from this procedure (such as District & Superior courts, Auditor.)

XIV CREDIT/DEBIT CARD USE

Acceptance of payment by credit/debit cards has proven to have benefits such as, but not limited to; ease of use through electronic technology, mail and processing float reduction, improvement in funds availability, less risk associated with defective checks, reduced delinquent collections, more timely payments, and reduced interest and penalties for customers.

- County departments may utilize credit/debit cards for payment of services or goods unless prevented by statute or policy. Processing fees associated with the use of any credit/debit card may not be charges to the customer. Some enterprise accounts (like Solid Waste) fees may be absorbed with approval.

- In an effort to coordinate all aspects of the credit/debit card program, all departments participating in the use of credit/debit cards must implement credit/debit card use through the Treasurer.
- All fees associated with the use of the credit/debit cards, including but not limited to; transaction and rental fees, will be charged to the department processing the transaction.
- Billing by the bank will be processed through the Treasurer's monthly bank reconciliation, with fees automatically deducted by the Treasurer from the appropriate fund.
- Department Heads/Elected Officials will be responsible for the training of office personnel in the use of equipment associated with credit/debit card transactions, along with the completion of proper steps involved with a transaction. In addition, one employee will be required to act as lead trainer for all employees utilizing this service. This individual will be required to use the procedures and business practices established by the County Finance Committee.

XV. ACCOUNTING AND PHYSICAL CONTROL OVER CASH RECEIPTS

- Accounting control and physical control over cash receipts should be established at the point where funds first become accessible to county personnel.
- Initial control of over-the-counter receipts should be established through the use of cash registers, or pre-numbered, multi-copy cash forms. **UNDER NO CIRCUMSTANCES** should re-di-form receipts be used.
- The departmental cashier or accounting clerk will account for all pre-numbered multi-copy cash receipts forms that are printed for that department. Voided receipt forms will not be destroyed, but kept on file in department offices.
- All receipt books issued to outside collection sites should be logged out and signed for by the site cashier. The numerical sequence of receipt books and all pre-numbered receipts issued to outside collection sites shall be accounted for.

PREPARING RECEIPTS

The following information should be entered on all receipts:

- Amount
- Date
- Name of person or department transferring funds into your account
- Name and number of fund(s)
- BARS or other accounting system revenue number as applicable
- Breakdown of the type of monies received (i.e. cash, checks)
- The ID of the cashier receiving the monies

XVI. DEPOSIT OF FUNDS WITH THE COUNTY TREASURER

Receipts must be deposited in the bank or with the County Treasurer within 24 hours. Funds collected on the weekend or a holiday may be deposited in the night deposit at the bank where the account is held after making arrangements with the County Treasurer. The only exceptions must be by written agreement with the County Treasurer. The Treasurer has the discretion to grant an exception when daily transfers are not administratively practical or feasible. RCW 43.09.240.

Deposits may be made directly to the Treasurer's bank account through an ACH (Automated Clearing House) transaction. When a department is aware of a pending deposit (from a grant, State or Federal agency, outside vendor or any other revenue source) the Treasurer's office shall be notified of the expected revenue. The department shall forward a transmittal for use by the Treasurer to account for and deposit such revenues.

XVII. DIRECT DEPOSIT TO BANKS

The circumstances in which funds of the county are deposited directly into an account other than the account held by the Jefferson County Treasurer should be minimal and limited only to situations, which fall into the categories as follows:

- Off-site receipting takes place at a distance from the county courthouse where it is not feasible to drive to the Treasurer's office daily to make deposits. The Bank designated by contract with the Jefferson County Treasurer should be used, unless there is no branch in the community to which deposits are made. Written agreement with the County Treasurer shall be entered into prior to creating such an account.
- Trust and/or Restitution Funds with banks designated by the courts.

- Imprest funds where checking accounts are maintained (petty cash, advance travel, drug funds etc.)

XVIII. TRANSFER OF BANK FUNDS TO THE COUNTY TREASURER

When funds are direct deposited into another bank, they must be transferred to the County Treasurer (either electronically or by check) at least weekly when amounts in the account totals more than \$500. Express permission to do otherwise must be granted by the County Treasurer in writing. (Exception: petty cash, trust or restitution funds.)

XIX. RECONCILIATION OF BANK ACCOUNTS

Bank accounts must be balanced (reconciled) to the bank statement monthly. All funds shall be reconciled by a person not having daily checking account management responsibility or for preparing and signing the checks.

XX. PETTY CASH

For the purpose of this manual, Petty Cash includes change funds, working funds, revolving, advance travel, stamp funds, etc.; i.e. any sum of money or other resources set aside for such specific purposes as minor disbursements, making change, or similar uses. If petty cash is disbursed, it may be restored to its original amount twice monthly by a warrant drawn and charged to the applicable operating fund. The amount of the warrant should equal the aggregate of the disbursements.

- County Commissioners must authorize each petty cash account by resolution or ordinance; likewise subsequent increases or decreases in the imprest amount.
- The County Auditor shall appoint one Custodian of each petty cash account who should not do invoice processing,

check signing, general accounting or cash receipt functions if staffing allows. It will be the responsibility of the Custodian to render a receipt for the imprest amount to the Treasurer or Auditor from whom he/she receives it.

- The County Auditor or designee shall assure that the amount in the petty cash is periodically counted and reconciled by someone other than the custodian.
- The custodian shall assure the petty cash is kept in a safe, locked place.
- The imprest amount shall be established by issuing a warrant. When established by warrant the transaction is a non-budget item.
- The County Auditor shall include the authorized amount of all such petty cash in the county's balance sheet.
- If petty cash is disbursed, it must be replenished at least monthly. The replenishment should be subject to the same review and approval as processed invoices. Replenishment must be by voucher with the appropriate receipts attached. Receipts should show:
 - Date
 - Amount
 - Recipient
 - Purpose

The person receiving the money, stamps, etc must sign receipts.

Receipts should be perforated or canceled by some other means to prevent reuse. At the time of replenishment, the Custodian should ensure that the balance remaining in petty cash, together with the amount of the replenishment voucher, equals the authorized imprest amount.

- The imprest amount of petty cash should not exceed one month's salary or the surety bond covering the Custodian.
- The fund may not be used for personal cash advances even if secured by check or other IOU.
- Petty cash should always be replenished at the end of the fiscal year so that expenses will be reflected in the proper account period.
- When an individual's appointment as Custodian is terminated, the fund must be replenished and the imprest amount turned over to the disbursing officer. The County Auditor must be notified of a change in Custodian at the time the event occurs.

XXI. REPORTING OF MISAPPROPRIATIONS OR LOSSES

In the event of a suspected or detected loss of public funds or assets or other illegal activity, it is important that correct procedures be followed in order to minimize the loss, assist investigations, prevent improper settlements, expedite bond claims and protect employees from false accusations.

- Any person, who discovers a loss or theft of County money or assets, shall immediately notify their Department Supervisor.
- The Department Head/Elected Official should immediately report the suspected loss to the County Auditor and Treasurer any time the loss is over \$50. (See appendix G)
- The County Auditor should immediately report the suspected loss to the State Auditor's Regional Audit Manager or the Chief Examiner of the Division of Municipal Corporations.

- The Auditor shall also make a report to the Prosecuting Attorney and any other parties who may need to know of the loss.
- **DO NOT** attempt to correct the loss. Report it as previously stated.
- **DO NOT** destroy any pertinent records. All original records should be secured in a safe place, such as the vault in the Auditor's office or in the case of a loss in the Auditor's office then in the Treasurer's vault, until the Office of the State Auditor completes the investigation. Reference: State of Washington Office of State Auditor "REPORTING POSSIBLE MISAPPROPRIATIONS OF PUBLIC RESOURCES" procedure.
- Follow procedures outlined in Cash Over and Short Policy.

XXII COUNTERFEIT MONEY

If funds being accepted by a Revenue Handler are suspected of being counterfeit, the following procedure is to be observed:

- **DO NOT** return the money to passer
- Delay the passer if possible
- Telephone 911 and notify courthouse security.
- Note the passer's description, the description of any companion and if possible, the license number of the vehicle used.
(Document the transaction using form Appendix A)
- Write your initials and the date on the bill using a post-it note.
- Handle the bill as little as possible to preserve any fingerprints and place it in a protective cover.
- Surrender the bill only to law enforcement authorities.
- Notify the department head and Risk Management Director.
- Do not accept it as payment.

XXIII. SAFEGUARDING FUNDS IN AN EMERGENCY

In the event that an emergency occurs and/or evacuation of the department or work site is imminent, after determining the safety of all persons in the immediate work area, all cash must be secured in a locked location. Responsibility lies with the Department Director and/or their designee.

FIRE, BOMB THREAT

In the event of a fire, secure all money by locking the cash drawer, and vacate the building as soon as possible. Remember in the situation of a fire or bomb threat, protecting people is of greater importance than retrieving County funds. If there is adequate time, secure money in safe or vault and then vacate the premises.

XXIV. TEMPORARY EMPLOYEES AS CASH HANDLERS

Temporary employees, hired through a leasing agency, may be utilized as Revenue Handlers only if they are bonded through the leasing agency. Departments should make inquiry of the leasing agency as to the employee's bonding status and document prior to assigning duties.

The Jefferson County Treasurer shall assign one County employee who has been certified by the County as a Revenue Handler to train the temporary. If their employment period is for three months or longer and a training class is available during their duration, they must be scheduled to complete the training.

XXV. NON COUNTY MONEY

1. **Guaranty Deposits:** Depositor owned money held in trust by the County to guarantee payment. The money is refundable if not needed.

- a. The departmental cashier shall exchange an official County receipt for the guaranty deposit. They shall immediately deliver the deposit to the County Treasurer in exchange for a guaranty deposit receipt.
 - b. The department maintains the original and file copies of the deposit receipt until the County no longer requires the payment guaranty.
 - c. The department instructs the County Treasurer to disburse the deposit by completing a Disbursement Authorization in the form of a memo or departmental form. The form is then presented to the County Treasurer's Accountant along with a copy of the original guaranty deposit receipt.
2. **Monetary Gifts:** Any monetary gift to the County received by a County officer, employee, or agent from a known benefactor.
- a. An official county receipt for all monetary gifts should be given for all face-to-face transactions.
 - b. Deposit all gifts in the County Treasurer's clearing fund in exchange for a receipt.
 - c. Provide the County Treasurer with a memo outlining the facts associated with your receipt of the gift and any associated documents.
3. **Donations:** A sum of money given to the county anonymously or in error that cannot be returned.
- a. County officers, employees, or agents who obtain a donation of money to the County are responsible for the receiving, safekeeping, deposit, and accounting associated with that donation.

- b. Donations and collection overages do not require the exchange of an Official County receipt since the donor is not present or known.
4. **Found Property:** Non-county money found by a County officer, employee or agent while performing County duties.
- a. Any County officer, employee, or agent who finds non-County money while performing county duties shall immediately turn the money and a report over to the County Treasurer.
5. **Unclaimed Property:** Non-county money belonging to an unknown owner or a known owner who cannot be located by a County officer, employee, or agent responsible for returning the property to the owner.
- a. The County Treasurer acts as a trustee for both County departments that require guaranty deposits and the citizens required to make guaranty deposits. The County Treasurer holds the guaranty deposit in trust until instructed by the department to disburse the deposited funds. When the original depositor cannot be located, the payable but undistributed money becomes "UNCLAIMED PROPERTY".

XXVI. ROBBERY

Robbery is the most threatening condition you might experience. You must be informed on how to counteract robbery as well as know the procedures to follow during and after a robbery. The average robbery takes 90 seconds from start to finish so be prepared to react quickly.

PROCEDURES TO FOLLOW DURING A ROBBERY

These procedures should be familiar to all County revenue handlers long before they should ever be needed. Department heads are responsible for making sure their employees are well acquainted with them.

- **ALWAYS ASSUME THERE IS A WEAPON EVEN IF YOU DO NOT SEE ONE.**
- Be polite and accommodating. A nervous person is committing the robbery. Do not upset or antagonize the robber. The calmer you are, the calmer the robber will remain.
- Keep talking to the robber. Explain your every movement such as "Now I'm taking the key out of this drawer to unlock..." Avoid making any quick movements that might alarm the robber.
- **DO EXACTLY AS THE ROBBER ASKS.** Attempt no heroics. You may put the lives of innocent people in jeopardy when you try to be a hero.
- Observe the robber but don't stare. Try to remember the Distinguishing features of the robber. You will be asked to describe the robber at a later date by completing the enclosed description form Appendix A.
- Watch over all evidence left by the robber. Remember everything the robber touches.
- Listen to the voice, inflections, names, slang and so on that the robber uses.
- Do not leave the premises or call 911 until it is safe to do so.

PROCEDURES TO FOLLOW AFTER A ROBBERY

Once the robber has left the building:

- Close your cash register or drawer, lock the entrance door and notify your immediate supervisor about the robbery.
- Call 911 and stay on the line until the police arrive.
- Provide 911 with the following information:
 - Your address
 - Who you are

- What happened
 - Where you are located
-
- Protect the area where the robber may have left fingerprints until the Sheriff/Police arrive.
 - Speak to no one other than County Sheriff and/or other officers until you have talked to the police and have completed a holdup description form.
 - You may be asked to take the names and addresses of those who witnessed the robbery.
 - No one except authorities and your Department officials should be allowed in the facility after the robbery.

XXVII. ALTERED CURRENCY

Taking a genuine bill and tearing off a corner or two of a small bill such as a \$1 or \$5 bill and then replacing these corners with the corners of a larger bill such as a \$10, \$20 or \$50 bill does altering currency. The original larger denomination bill is still redeemed at full value as mutilated money with one or more corners missing. The Treasurer's office recommends as a standard practice counting currency by looking at the face on the bill not at the denomination in the corners.

(See example Appendix H)

GLOSSARY

Altered Currency	Currency that has been changed or tampered with in order to attain a greater amount for the currency than its face value.
Bait Money	Currency kept in cash drawer to be given out in case of a robbery. The currency's serial numbers are kept on file in the office so that it can be traced and identified in the event the funds are recovered.
Bank Check	(Also called Treasurer's Check, Official Check, or Cashier's Check.) Check drawn by a bank on itself and signed by an authorized officer.
Bank Money Order	Check drawn by a bank on itself. The amount is encoded by the customer's bank, and the customer completes the rest of the check. There is always a maximum limit to the check amount.
Beginning Cash	Cash in cash handler's drawer at start of day or shift.
Cash Drawer	Drawer used to store currency, coin and checks during cash handler's shift when completing transactions. This drawer should be locked when the cash handler is away for any reason.
Check	Draft or order on a bank to be drawn upon a deposit of funds for the payment of a certain sum of money to a person named or to a bearer and payable on demand.
Cash Transmittal Form	Jefferson County document that records revenue for a specific department.

Collusion	A secret agreement between two or more people to break a law.
Counterfeit	Currency or coins that have been fraudulently manufactured. Creating counterfeit money is a felony. Makers are subject to fines and imprisonment.
Deposit	To leave money with a bank or the Treasurer's office for credit to a bank account or fund.
Deposit Slip	Slip on which a depositor lists cash and items deposited.
Dual Control	A situation in which two people work together cooperatively in the verification of one another's work. Method of maintaining security whereby two individuals must be present during transactions involving risk. Dual control is accomplished through the proper aggregation of key and combination assignments for entry into secured areas.
Embezzlement	A fraud committed when an employee steals or assists another to steal. Fraudulent misappropriation of money or property entrusted to one's care.
Ending Cash	Cash in a cash handler's drawer at the end of the day or shift.
Endorsement	Signature placed on the back of a negotiable instrument according to law, which transfers the instrument to another party.
Forgery	The alteration of a document or instrument with fraudulent intent.
Fraud	An attempt to obtain funds in other than appropriate and legal means.

Guaranty Deposit	Money deposited with the County Treasurer's Office and held in trust during a specified period of time. This money is refundable if not needed.
Hold	The restriction of payment or part or all of the funds in an account.
Identification	Information piece that guarantees that its holder is truly who he or she claims to be and who is detailed on the information piece.
Imprest	A loan or advance of money
Loss	A cash handler obtains physical custody of money and then, due to negligence, theft or other reason cannot deposit that money with the County Treasurer.
MICR	Magnetic Ink Character Recognition. Magnetic codes on the bottom of the check that indicate bank account number, check number and dollar amount of check that provides a way for the machine to read the check.
Monies	Cash, checks, money orders, drafts, warrants, travelers checks
NSF Non-Sufficient Funds	Checks returned by the bank due to insufficient funds, closed account, invalid signature, stop payment, or any other condition making the check invalid.
Overage	Amount by which cash or its equivalent exceeds the proper balance.
Over/Short Account	Specific account those departments can use to document when a deposit is over or short. Departments may adopt the Treasurers policy of \$7.00 threshold for over/under.

Payee	Party to whom a check is payable
Payer	Party signing the check.
Return Item	An item returned unpaid by a payer bank.
Petty Cash	A revolving fund for very limited purposes. They provide a given amount of cash on hand, the primary purpose being to provide change. Some petty cash funds are used for small expenditures and reimbursed by voucher.
Postdated check	Check dated ahead. It is not payable until the date written on the check.
Revenue	See monies
Shortage	An unintentional collection error made by the cash handler such as he/she did not obtain physical custody of money or a change making error.
Stale Dated Check	Check is for a prior date 180 days or more before today's date. Bank may no longer honor check.
Stop Payment	Notification that a restriction has been placed on one's ability to cash a particular check. If a check has been lost or stolen, or if payment no longer should be made, a stop payment is initiated by the customer.
Transmittal	(See Cash Transmittal Form Appendix F)
Warrant	An order drawn by the County Auditor upon the Treasurer directing the Treasurer to pay a specified amount to the person named or to the bearer.

Robbery Description Report

Location & Address		Employee Name & Address				Date	Time
Complete the Following information as soon as possible after a robbery BEFORE YOU COMPARE NOTES WITH ANYONE ELSE. Circle and describe only those items you are sure of. DON'T GUESS. Give the completed form to an investigating police officer or your supervisor.							
Description of Robber							
Race	Sex Female Male	Age	Height	Weight	Build: Slender Medium Fat Heavy		
Eyes	Blue Gray	Hazel Brown	Green Black	Wide-Spread	Squinty Twitchy Eye pouches		
Glasses (if worn)	Sunglasses	Metal frames	Plastic frames	Color:			
Complexion	Sallow Light	Ruddy Swarthy	Freckled Clear	Pimpled Pock marked	Suntanned		
Hair Color	Blonde Red	Light Brown	Dark Brown	Black Gray	Partially Gray	Sandy	Bleached
Hair Style	Bald Partially Bald	Straight	Wavy Curly	Long Short	Medium length	Crewcut	Afro
Nose	Normal	Short	Narrow	Broad	Pug Roman	Broken	Ski-slope
Mouth	Normal	Narrow	Broad	Thin lipped	Thick lipped	Hare lip	Other:
Teeth	Good	All missing	Several missing	Capped	Stained	Decayed	Gaps False Buck teeth
Chin	Narrow	Broad	Receding	Protruding	Cleft	Dimple	Square Double
Facial Hair	Clean shaven	Unshaven	Full beard	Partial beard	Moustache	Sideburns	
Ears	Describe (color & style): Eyebrows: Bushy Thin Describe (color, etc):						
Head	Protruding	Cauliflower	Normal	Large	Small	Close to Head	Other:
Face	Ear Lobes: (Attached / Unattached) Pierced: (Right Ear Only / Left Ear Only / Both Ears)						
Fingernails	Round	Long	Normal forehead	Receding forehead	Other:		
Speech	Square	Thin	Heart shaped	Oval	Round	Babyfaced	Hollow cheeked
Accent	Long	Short	Medium length	Clean	Dirty	Well manicured	Broken Chipped
Scars, Marks & Other Prominent Physical Characteristics	Polished (color): Loud Soft Rapid Slow Profane Refined Raspy Lisp Effeminate Nasal Stutters Stammers Other:						
Describe and indicate where located	None	Southern	New England	Spanish	English	Western	Other:
	Tattoos	Heavy Scars					
	Moles	Birthmarks					
	Warts	Lines or Wrinkles					
	Twitch	Prominent Adam's Apple					
Clothing	Other:						
Circle if wearing item and briefly describe (i.e. color, material, style, etc.)	Hat	Skirt					
	Overcoat	Shirt					
	Raincoat	Dress					
	Jacket	Tie					
	Shoes	Gloves					
	Hose	Other:					
	Trousers						

Currency is usually strapped in the following amounts:

DENOMINATION	BAND	STRAP
100'S		\$1,000
50's		\$1,000
20's	\$500	\$2,000
10's	\$250	\$1,000
5's	\$100	\$500
2's	\$50	\$200
1's	\$25	\$100

Coin is wrapped in the following amount:

\$20.00 P.T. Sea first

DENOMINATION	AMOUNT
\$1.00 (Eisenhower)	\$20
\$1.00 (Susan B.)	\$25
\$0.50	\$10.00
\$0.25	\$10.00
\$0.10	\$5.00
\$0.05	\$2.00
\$0.01	\$0.50

FEDERAL RESERVE CHECK HANDLING RULES

Effective September 1, 1988

When taking checks for payment, the endorsement on the back of the check must be kept within 1.5 inches from the trailing edge of the check.

The remainder of the back of the check must be left blank.

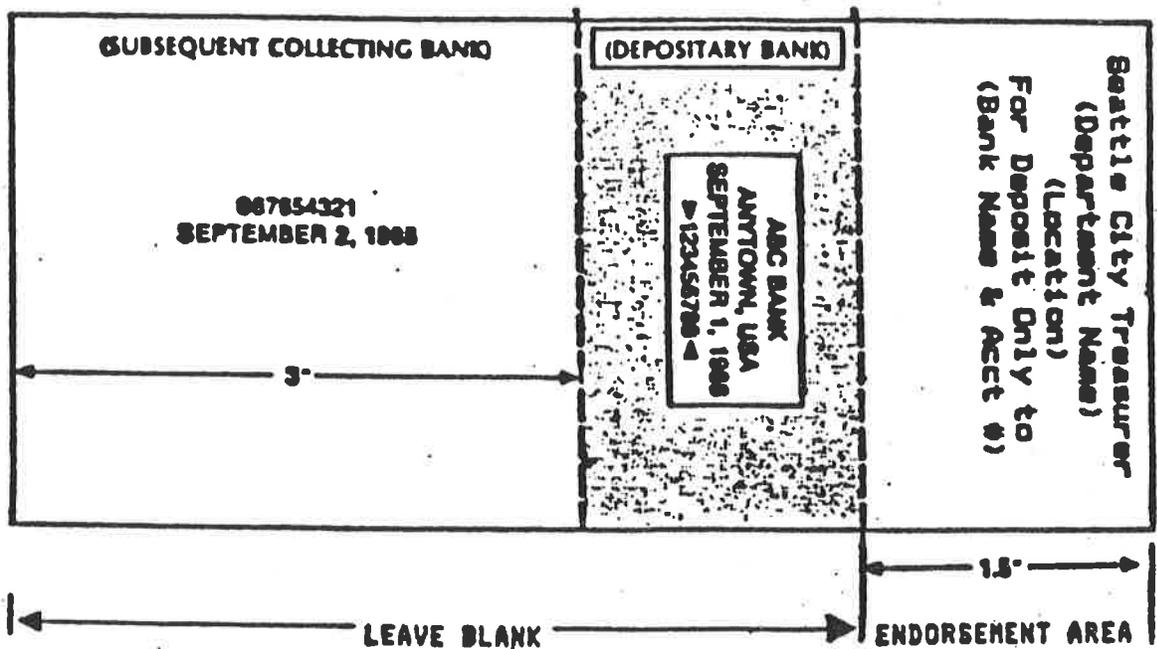
ALL identification notations, such as Drivers License number, must be placed on the FRONT of the check.



(check front)

LEADING
EDGE

(check back)



Transposition / Difference Chart

1. Where the difference between debits and credits is divisible by 9, there is likely to be an error in transposition. Thus, posting or listing 18 as 81 will cause an error of 63. $63 \div 9 = 7$

The chart below will show possible figures that may have been transposed to cause differences.

Amount of difference 63 - possibilities 7-70, 18-81, 29-92.

<u>Amount of Difference</u>	<u>Figures that may have been transposed</u>								
9	01-10	12-21	23-32	34-43	45-54	56-65	67-76	78-87	89-98
18	02-20	13-31	24-42	35-53	46-64	57-75	68-86	79-97	
27	03-30	14-41	25-52	36-63	47-74	58-85	69-96		
36	04-40	15-51	26-62	37-73	48-84	59-95			
45	05-50	16-61	27-72	38-83	49-94				
54	06-60	17-71	28-82	39-93					
63	07-70	18-81	29-92						
72	08-80	19-91							
81	09-90								

2. To determine if a large amount could be a transposition, add the digits and if the result is equally divisible by nine, the difference may be a transposition. To find the exact amount that may have been transposed, divide the actual difference by nine. For example:

Difference	12,645.36
Total of digits	27
Equally divisible by nine	3 (Nothing left over)

$$12,645.36 \div 9 = 1,405.04$$

$$14,050.40 - 1,405.04 = 12,645.36$$

3. TRANSPOSITION REVERSING 1ST AND 3RD DIGIT NUMBERS

99	102-201	203-302	304-403	405-504	506-605	607-706	708-807	809-908
198	103-301	204-402	305-503	406-604	507-705	608-806	709-907	
297	104-401	205-502	306-603	407-704	508-805	609-906		
396	105-501	206-602	307-703	408-804	509-905			
495	106-601	207-702	308-803	409-904				
594	107-701	208-802	309-903					
693	108-801	209-902						
792	109-901							

(0 may be replaced by any number - 2nd digit)

4. If the difference is divisible by 99, it is likely caused by a slide. The precise slide to look for can be determined. Thus, suppose the difference is \$43.56.

$$\$43.56 \div 99 = 44\text{¢}$$

Error likely to be \$44.00 posted as 44¢

This applies to a 2 decimal slide only.

For a three decimal slide divide by 999.

5. If the balance is "out" an amount which is exactly divisible by 2, the error may have resulted from posting or listing to the wrong side of an account. Thus, posting or listing a debit of \$60.00 as a credit will result in a balance which is "out" \$120.00. A cash-in listed as an out will put you out of balance double the amount listed, (or an 'out' listed as an 'in').
6. If Sharp machine is used, check for error in Z outs.

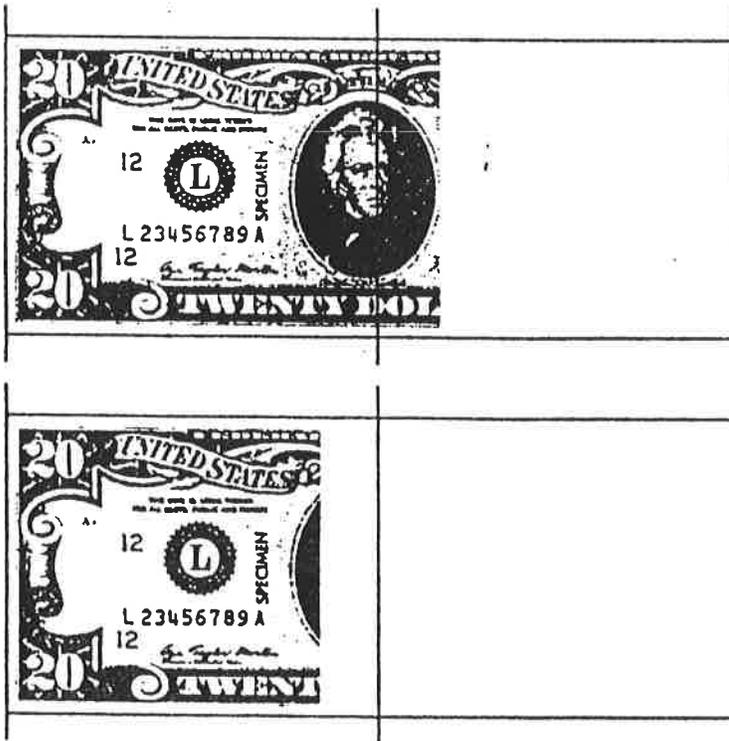
When Money Wears Out or is Damaged

Even though American money's unique paper is strong and durable, it does wear out with constant handling.

Banks send worn bills to the Treasury Department to be destroyed and exchanged for new ones. The denomination most commonly replaced is the \$1. There are almost two billion \$1 bills in circulation, and the life expectancy of each is only about 18 months. Since larger denominations are handled less, they last longer.

When a bill is scorched or otherwise partially destroyed, the Treasury Department will replace it if clearly more than half of the original note remains. Fragments of mutilated currency which are not clearly more than one half of the original whole note may be exchanged only if the Commissioner of the Bureau of Government Financial Operations is satisfied by the evidence presented that the missing portions have been totally destroyed.

Take unfit or mutilated bills to a bank for redemption. When partially destroyed currency is of questionable value, the fragment should be sent by registered mail to the Department of the Treasury, Bureau of Engraving and Printing, OCS/BEPA, Room 344, P.O. Box 37048, Washington, D.C. 20013.



Date: _____

TREASURER
Prepared by: _____

Description	Fund #	BARS #	Amount
PUBLIC LAW 97-258	1 250 000	332 15 23 0000	_____
PUD PRIVILEGE	1 250 000	335 00 91 0000	_____
TREAS FEES	1 250 000	341 42 00 0000	_____
PHOTOCOPIES	1 250 000	341 60 00 0000	_____
INVESTMENT INTEREST	1 250 000	361 11 00 0000	_____
INVESTMENT FEE	1 250 000	361 19 00 0000	_____
HOUSING AUTH LOAN INTEREST	1 250 000	361 40 00 0000	_____
PL DRAINAGE DIST LOAN INTEREST	1 250 000	361 40 00 0000	_____
RETURN CHECK FEE	1 250 000	369 90 00 0000	_____
REFUND PRIOR YEAR	1 250 000	388 80 00 0000	_____
NON-REVENUE	1 250 000	389 00 00 0000	_____
REFUND CURRENT YEAR	1 250 000	389 00 00 0010	_____
PROCEEDS FROM SALE OF FIXED AS	1 250 000	395 10 00 0000	_____
FORECLOSURE FEES	150 000 010	341 42 00 0000	_____
NON REV-BALLOON HNG PYMT DEP	204 000 020	389 00 00 0000	_____
SUSPENSE FUND	638 000 110	389 00 00 0000	_____
Total Deposit			_____

Tender:

- 1 Check _____
- 2 Cash _____
- 3 Money Order _____
- 4 Warrant _____
- 5 Credit Card _____

- 6 EFT _____
- 7 Refund _____
- 8 Over/Short _____
- 9 Cash Back _____
- A NSF _____

REPORT OF LOSS/OVERAGE Appendix G

Any revenue loss or overage in excess of \$50.00 must be reported to the Department head or Elected Official, then to the Jefferson County Auditor (Jefferson County Revenue Handling Policy) via this form. The submission should include all relevant documentation.

Date of occurrence _____ Department _____

Overage amount _____

Loss amount _____

Employee(s) involved: _____

Explanation of loss/overage _____

Activity leading to loss/overage was in accordance with the Jefferson County Revenue Handling Policy. Yes _____ No _____ (if no, explain)

How could loss/overage have been avoided? _____

What steps will be taken to prevent such an occurrence from re-occurring?

Department Head/Elected Official signature

Date

