

# COUNTY OF YOLO

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## CASH ACCOUNTING MANUAL

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**Auditor-Controller & Treasurer-Tax Collector**

**March 2011**

# COUNTY OF YOLO

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### 1. INTRODUCTION

#### **1.1. Purpose of manual**

The purpose of this manual is to prescribe uniform accounting procedures for County departments pertaining to cash collections, cash revolving funds, other cash funds, cash equivalents and cash losses in accordance with generally accepted accounting principles, laws & regulations and County policies.

#### **1.2. Applicability of manual**

This manual is for the benefit of all County employees who are involved in cash handling operations, regardless of their location or organizational relationships. Employees with cash handling functions are required to read this manual and become familiar with its contents. Individual departments may have more detailed procedures for each cash handling position.

#### **1.3. Using the manual**

The manual is organized with the policy first followed by the procedures for implementing them. Any questions or problems with using this manual should be directed to the Auditor-Controller's office.

### 2. AUTHORITY AND RESPONSIBILITY

The authority and responsibility for establishing policies and procedures and defining appropriate internal controls (accounting and administrative) for cash activities at the County reside with the Auditor-Controller. These policies, procedures, and controls must be followed by every department involved in cash handling. It is the responsibility of each department head to ensure that cash operations over which he or she has control are operating in accordance with the policies set forth in this manual.

The **Auditor-Controller's** responsibilities are to:

- a. Establish and enforce policies and procedures governing the receipt, handling, custody and disbursement of funds.
- b. Require the establishment and maintenance of records giving full account of monies received and paid by the County.
- c. Set limits on the amount and use of revolving cash funds.
- d. Initiate audits of any aspect of the cash receiving and handling functions of the County.

All **departments** of the County that handle cash have the responsibility to:

- a. Collect funds and deposit them in accordance with the cash receipts policy.
- b. Supervise all cash activities so that all funds received are properly recorded, approved and deposited in accordance with County policy and procedures.
- c. Ensure that all funds are adequately safeguarded.

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- d. Maintain separation of duties among employees handling cash.
- e. Conduct periodic reviews of cash activities to determine that operations and systems are functioning as intended and that all applicable County policies and procedures are being followed.

### 3. CASH RECEIPTS

#### **3.1. Definition of cash**

Cash, as used in this manual, refers to U. S. currency and coins, checks drawn on U.S. banks and written in U.S. dollar values including travelers, cashiers, and certified checks, money orders, credit card sales drafts, Automated Clearing House (ACH) payments, and wire transfers. All of these forms of payment are acceptable by the County.

Both ACH and wire transfer payments are forms of electronic cash receipts processed by our bank and deposited into the County's bank account. ACH payments usually originate from government agencies to pay for services or invoices submitted by the County. Wire transfers can originate from both business entities and individuals as payments for services rendered.

#### **3.2. Authorized cash receiving locations**

The Auditor-Controller must grant approval to a department to collect cash on behalf of the County. One departmental division should be designated to serve as the central collection point. This designation should be assigned to an area that routinely handles cash and completes deposit transmittal forms on a regular basis.

#### **3.3. Establishing outside banking relationships**

The Auditor-Controller must grant approval to a department to establish an outside banking relationship with a financial institution (bank). Individuals that have the authority to deal directly with the bank should adhere to the following general guidelines:

- a. All cash must be deposited in accordance with the cash receipts policy.
- b. A record must be kept of all cash receipts and disbursements. Deposit receipt must be obtained from the bank teller.
- c. All signature cards must be current.
- d. Cash in banks must be protected by FDIC insurance.
- e. Authorized use of the County tax identification number must be obtained in advance from the Auditor-Controller.
- f. Outstanding checks must be monitored on a regular basis for stale dated checks.
- g. Bank reconciliation must be prepared monthly and available for review.

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### **3.4. General cash receipt procedures**

The procedures below should be followed in handling all cash receipts at the County:

#### **3.4.1. Cash receipt forms**

A cash receipt must be provided for all cash transactions received over-the-counter. A receipt may be in the form of a computerized receipt or a hand written receipt. Cash receipts forms must be pre-numbered and issued in numerical sequence. If more than one book has been received by a department or location, these books should also be used sequentially. On a periodic basis, a supervisor must verify that the receipts are used in sequential order and that all receipts are accounted for, including voided receipts. Voided receipts shall be retained and marked "cancelled", filed with the used receipt books and recorded in the cash receipt journal citing the voided receipt number. The reason for the voided transaction along with the supervisor's signature should also be included on the receipt. Departments are required to keep an inventory of all manual receipts on-hand and account for each receipt. Unused receipts must be kept in a secured location at all times.

#### **3.4.2. Cash receipt journals**

Cash collections shall be summarized daily on a cash receipt journal showing date receipted, amount receipted, and revenue or other accounts to be credited. When the receipts are deposited, the cash receipt journal shall be used to note the deposit dates and deposit permit numbers.

Revenue ledgers are provided to the departments by the Auditor-Controller and should be used to reconcile their deposit permits to the cash receipt journals. If a checking account is used, bank balances shall be reconciled to cash collection records.

#### **3.4.3. Depositing cash receipts**

Cash receipts must be deposited in the County Treasury or other authorized depository bank on a daily basis or when the amount on-hand exceeds a safe and reasonable threshold but no less frequently than weekly. This threshold is usually in the \$500-\$1,000 range and depends on the composition of the cash (currency versus checks) and the physical controls over cash.

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### **3.4.4. Deposit transmittal form**

A deposit transmittal form must accompany all cash receipts. This form is used to record the transfer of cash to the County Treasury. Departments with access to the Yolo County financial system (Genled) shall enter the deposit on-line into Genled. The County Treasurer will access the deposit on-line by the assigned DE number and approve the entry based upon the cash counted. The County Treasurer will provide a deposit permit to serve as the official document for the cash received.

The deposit of cash receipts to the County Treasury must include the following:

- a. Deposit Transmittal Form (not applicable if deposit is entered on-line).
- b. Calculator tape for checks, currency and coin along with the DE number.
- c. Currency must all face the same direction.
- d. Currency must be sorted by denomination.
- e. Checks must all be facing the same direction with a calculator tape attached with DE number on first check in batch.
- f. Checks must be restrictively endorsed by the department.
- g. Checks must be payable to the County of Yolo (along with the department's name), current date and signature, be legible and written in ink, numeric and written amounts must agree and contain sufficient information to permit locating of the presenter (e.g. name, address, telephone number) in the event that the check is not honored by the financial institution.

### **3.4.5. Transportation of cash receipts from branch locations**

For those departments in which cash receipts are transported from branch locations to headquarters for deposit, accountability over collections must be maintained through the use of a transmittal log or slip. The log shall be signed at the time cash receipts are picked up and at the time delivered. Headquarters shall forward a copy of the log or slip to the branch to verify that the cash receipts were properly received. Branches shall follow-up if a copy of the transmittal log or slip is not returned to them in a timely manner acknowledging that collections were received.

### **3.4.6. Overages and shortages**

Cash overages shall not be netted against cash shortages. Overages shall be deposited into the general ledger account 82-7720 (cash overage). Shortages shall be listed on a log showing all relevant information including the date, amount, cashier, and an explanation for the shortage. The log shall be reviewed by the supervisor on a regular basis. Shortages are recorded on the deposit into the

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general ledger account 86-2365 (cash shortage). Overages and shortages are reported on the annual report to the Auditor-Controller.

### **3.5. Recording cash receipts transactions**

While the above section describes the general procedures for handling cash at the County, there are additional procedures that relate to specific types of cash receipt transactions as follows:

#### **3.5.1 Cash register transactions**

When cash is received by the customer, either a cash register recording is made or a pre-numbered cash receipt form is prepared.

Employees handling cash must balance cash collected to the cash register totals or to the totals of the pre-numbered cash receipt forms. Any difference in the total of the actual receipts and the total of the register or pre-numbered forms is reported as a shortage or overage on the deposit transmittal form.

Cash receipts must be balanced at the end of each employee's shift. Two employees may not work out of the same drawer. Daily cash register tapes must agree with the deposit transmittal form. The daily recorded transactions must be substantiated by the cash register tapes, cash register reports, and copies of deposit transmittal forms.

#### **3.5.2 Mail receipts**

Payments received in the mail, should be listed immediately on a mail log (showing the date, check number, payee's name, amount and description of payment) or scanned and kept on file to establish a record. All checks shall be immediately endorsed. A copy of the log or scanned documents must be maintained by the department for audit purposes and should be reconciled to the deposit.

#### **3.5.3 Credit cards**

The County only accepts MasterCard, Visa, Discover and American Express. Permission to accept credit card payments must be granted by the Auditor-Controller. All credit card sales are processed by the credit card company and automatically deposited in the County's bank account. Credit card payments are accepted at the public counter, mail, telephone or County website. Departments are required to print a copy of the credit card sales receipt and obtain the customers signature. For mail and telephone payments, the department must clearly state on the signature line that the sale was by "mail" or "telephone". A deposit transmittal must be prepared and agreed to the settled batch report from the credit card company system and submitted to the County Treasurer to reconcile the credit card transactions and record the deposit.



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### **3.6. Refunds**

The County does not issue refunds in cash. Allowable refunds for cash purchases are refunded by the issuance of a check drawn upon County funds. Refunds are permitted only upon presentation of the receipt issued at the time of sale.

### **3.7. Returned checks**

The County policy is to undertake a continuing and diligent effort to collect all unpaid (returned) checks. Returned checks are any check issued to the County and refused for payment by the financial institution upon which it was drawn. A sign stating the amount of the fee for returned checks must be displayed at the public counter and department website. The depository bank used by the County will redeposit checks returned for insufficient funds a second time. Checks deposited to the bank that remain unpaid after the second deposit will be returned to the County Treasurer and routed back to the department for collection.

The Auditor-Controller's office will prepare a journal entry for all returned funds. A check image and copy of the journal entry will be forwarded to the department to pursue collections. Funds recovered should be recorded in the same revenue account as originally posted and the non-sufficient fee recorded to account 82-6399 (charges for services-other).

The department must maintain a log of all checks returned indicating the person's name, date of return, amount of check and reason for return. A letter should be prepared and mailed to the issuer to inform them that the check was returned and arrangements must be made to satisfy the obligation.

## **4. REVOLVING CASH FUNDS**

### **4.1. Definition and purpose**

Revolving funds are established by the Auditor-Controller for specific operational needs to facilitate certain expenditure and cash transactions throughout the County departments. The most common types of revolving funds are change funds, petty cash funds and special purpose funds.

**Change funds** are established to make change for cash tendered by the public in exchange for fees, taxes and payment of County services.

**Petty cash funds** are used to reimburse small dollar miscellaneous items purchased for the department.

**Special purpose funds** are requested by individual departments based on specific needs that cannot be met using the normal claim or petty cash fund processes. These funds may be kept in cash or in a checking account. The amount established is the accountable balance and may not exceed \$10,000 or an amount authorized by the Board of Supervisors.

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### **4.2. Establishing revolving cash funds**

Department heads may request the establishment of a revolving fund in writing to the Auditor-Controller. The request shall state the purpose of the fund, the amount and the custodian of the fund. The custodian is designated by the department head or designee and is personally responsible for the proper safekeeping and use of the said fund in accordance with the stated cash policy and procedures. The department head or designee is also jointly responsible for the said funds.

Revolving funds of up to \$1,000 will be established at the discretion of the Auditor-Controller upon review of the department request and evaluation for the need of the fund. Amounts over \$1,000 and up to \$5,000 will be established at the discretion of the Auditor-Controller with the approval by the County Administrator.

Incremental increases of up to \$1,000 in existing funds may be made at the discretion of the Auditor-Controller with the accountable balance not to exceed \$5,000. Amounts over \$1,000 can be made to existing funds with the approval of the County Administrator with the accountable balance not to exceed \$10,000. The Board of Supervisors must approve requests in excess of the above limits.

If the request is granted, the Auditor-Controller will respond with an approval letter establishing or increasing the fund, describing the authorized use of the fund and specifying the custodian. The department will need to complete an application for petty cash or change fund form (see Appendix 11.5.) including a copy of the approval letter attached, enter an on-line claim in the amount approved in Genled made payable to the custodian, with the following accounting detail, debit to 02-XXXX (imprest cash) and 75-0000 (fund balance available) and a credit to 73-0100 (restricted fund balance).

Management shall monitor the level of usage of the cash funds on a regular basis to determine whether the accountable balance satisfies the needs of the department.

Departments shall have written policies and procedures governing the use of the fund including expenditure limits consistent with the approved order letter that established the fund.

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### **4.3. Restrictions of revolving cash funds**

The following restrictions apply to all revolving cash funds. Revolving cash funds are not to be used for:

- a. Illegal purchases
- b. Cashing checks
- c. Making loans to employees
- d. Making up cash shortages or cash losses
- e. Purchases of items for personal uses
- f. Payment for services (subject to 1099 reporting and must be paid by claim)
- g. Circumventing the County's purchasing policies as described in the Administrative Policies Manual

### **4.4. Replenishing petty cash funds**

The custodian must obtain the original sales receipt prior to reimbursing for payment. Sale receipts should be matched against the approved petty cash voucher (voucher) to ensure that the item was an authorized expenditure. At the time of reimbursement, the custodian shall cancel the sale receipt and voucher to prevent a duplicate payment. The employee shall sign the voucher in order to document that the funds were received. Approved vouchers and paid sale receipts shall be retained to support the disbursements recorded in Genled and on the ledger (petty cash log).

Departments will need to enter an on-line claim with the appropriate accounting detail (expenditure accounts) in Genled to issue a warrant and replenish the fund. The claim must be forwarded to the Auditor-Controller's office and accompanied by the original sales receipt. A reconciliation of the cash on-hand to the accountable balance should be performed at each replenishment, as illustrated below.

Example:

Assume that a department has a \$200 petty cash fund. On 6/22/XX, when the balance is \$37.58, the custodian submits a request to the Auditor-Controller's office for replenishment. The custodian shall reconcile the fund to ensure that the cash on hand and unreimbursed expenditures equal the accountable balance.

#### Reconciliation of Cash on Hand to Accountable Balance

Cash on hand, 6/22/XX	\$ 37.58
Unreimbursed expenditures (Note 1)	<u>162.42</u>
Accountable Balance, 6/22/XX	<u>\$ 200.00</u>

*Note 1: The total unreimbursed expenditures of \$162.42 must be supported by original sale receipts.*

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### **4.5. Changes in custodianship**

The department head or designee shall notify the Auditor-Controller's office whenever the custodian changes to ensure proper transfer of accountability to the new custodian. The application for petty cash and change fund form must be completed and forwarded to the Auditor-Controller's office to assign a new vendor number (see Appendix 11.5.).

At the time of the transfer, a reconciliation of the fund must be performed and kept on file for audit purposes. Change of custodianship will follow the same procedure for new assignments for cash handling positions.

### **4.6. Closure of revolving cash funds**

Revolving cash funds may be closed when the original authorization period expires, the need for the fund no longer exists, or the custodian leaves the County. The Auditor-Controller may withdraw authorization at any time if it is deemed to be in the best interest of the County.

To close a cash fund, the custodian must first secure reimbursement for any outstanding expenditure, perform a reconciliation of the fund and send a completed application for petty cash or change fund form (see Appendix 11.5.) to the Auditor-Controller's office. The total cash fund must be deposited in the County Treasury as a debit to the general ledger account 73-0100 (restricted fund balance) and credit to the general ledger accounts 02-XXXX (imprest cash) and 75-0000 (fund balance available).

## **5. OTHER CASH FUNDS & CASH EQUIVALENTS**

### **5.1. Definition and purpose**

Other cash funds are maintained by officials and staff throughout the County that are subject to applicable Board resolutions or other rules and regulations. These funds include those that receive revenue from the public via donations, fundraisers, vending machines (canteen funds), or any other means. In general, County officials are accountable to the Board of Supervisors and the public for any monies received or managed in an official capacity or in accordance with Board resolutions or Code requirements. County officials are not accountable for funds which originate from County employees and which are managed by employees for the benefit of employees.

Gift certificates and gift cards may be acquired for use in grant funded or county programs. Approval and purpose of such acquisition must be on file. Departments are required to maintain an inventory for each gift certificate and gift card showing the purchase date, card number, vendor name, amount and expiration (if applicable). Issuance of cards must be documented and recipients must sign a receipt that the card was received. Total card amount per recipient over \$600 within a calendar year must be reported to the Auditor-Controller's office.

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More detail on gift certificate and gift card laws and regulations can be found at California Civil Code §1749.45-1749.6. and State of California Department of Consumer Affairs Legal Guide S-11.

### **5.2. Administration of other cash funds**

County funds shall be administered and expended according to established County policies and procedures and the guidelines outlined in this manual. Special non-county funds are subject to Board resolutions and other guidelines.

## **6. SAFEGUARDING CASH FUNDS**

Departments receiving cash are responsible for maintaining security over the cash funds. Proper handling, adequate records, and physical security should be emphasized to each employee having access to or responsibility for handling cash.

### **6.1. Security of cash funds**

Cash must be kept in a safekeeping device, either a safe or locked container. Safekeeping devices (e.g. chest, cabinet, desk, lockbox) must be equipped with a combination lock or a key. Transportation containers (envelopes, bags, etc.) must incorporate a locking or sealing device that can be unlocked or unsealed only by authorized personnel. Cash secured in a safe overnight, weekend or over a long holiday must be kept to a reasonable amount.

Safe combinations are to be given to a minimum number of employees and only to those whose functions require access to cash. To the extent practicable, combinations are to be memorized and are not to be written down. When employees entrusted with the combination lock leave the County or are transferred to other areas, the combination to the safe must be changed.

Unauthorized persons are not permitted in areas where cash is handled.

Doors should be locked at all times in areas where cash is handled. Safe doors should be kept closed during working hours and locked at all other times. Large sums of cash should be counted while in double custody or with a witness present and out of sight of the general public.

Cash should never be left unattended. If an employee leaves his or her workstation for any reason, regardless of how brief the period, cash must be appropriately secured in a locked place.

Personal cash and property must not be secured in a County safe.

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### **6.2. Accountability of cash funds**

For each department or budget unit, a control list shall be maintained of all funds for which a County official is accountable. The list shall include the location and amount of the funds and the designated custodian and sub-custodian for each fund. The custodian shall sign a voucher or log acknowledging receipt and accountability for the fund.

In the case of change funds, if a receipting location has more than one cashier, the change fund shall be broken down into sub-funds and each sub-fund assigned to a cashier in order to establish accountability. Funds shall be secured in separate bags or lock-boxes. Cash funds shall never be commingled and monies from one fund shall not be loaned to or used by another fund. Cashiers shall reconcile cash on-hand to the receipts and the accountable balance of the fund daily. The reconciliation shall be reviewed by an employee independent of the receipting function.

Funds may be maintained in an authorized bank checking account. The checkbook shall be kept locked-up. A list of authorized check signers shall be on file with the bank and shall be kept current. Cash on-hand shall be reconciled to the accountable balance and to the bank balance on a monthly basis. Outstanding checks shall be monitored on a regular basis for stale-dated checks. The reconciliation shall be documented and signed by the preparer and the reviewer. If the person having custody of the funds prepares the reconciliation, it shall be reviewed by an independent person. Regular reconciliation and review will detect errors or irregularities in a timely manner. Reconciliations shall be filed and kept in accordance with the departments record retention schedule.

Management shall conduct unannounced cash counts to verify the amount of cash on-hand and to ensure that the funds are being used for authorized purposes.

For proper separation of duties, the person having physical custody and control of the fund shall not be authorized to approve expenditures or sign checks.

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### 7. CASH HANDLING PROCEDURES FOR CASHIERS

The following procedures are to be followed at all times by cashiers when handling county funds.

#### **7.1. Cash handling during the day**

- a. Each cashier must have his/her own individual identification number and password (sharing of identification numbers is prohibited).
- b. Each cashier must maintain a separate cash drawer that can be locked. All funds received during the day must be kept under a lock and key. It is the cashier's responsibility to ensure these funds are safeguarded. When an individual leaves his/her station, the drawer must be locked and the key safeguarded regardless of how brief the absence.
- c. All money received should be counted and the amount verified in front of the customer before it is placed in the cash drawer.
- d. Currency for which change will be given should be placed in view of both the cashier and customer until the transaction is completed.
- e. All change given on a transaction should be counted out to the customer. If an interruption occurs during the counting/change making process, the process should be started again from the beginning.
- f. A receipt shall be provided for all cash received. A receipt may be in the form of a computerized receipt or hand written receipt.
- g. When accepting credit cards for payment, the name of the cardholder and customer's name (if different) and account number must be written on the receipt.
- h. Verify that all information is correct on the front of the check such as the name, address, telephone number and driver's license number for all checks received for payment. If any of this information is missing, it must be written on the check.

#### **7.2. End of day balancing**

- a. Count and prepare a calculator tape of all cash, checks, money orders and credit cards separately.
- b. Complete a daily cash balancing form.
- c. Compare the tape totals of each type of transaction back to the daily cash balancing form and to the system control totals.
- d. Ensure that all checks are endorsed.
- e. If the totals agree, prepare a deposit transmittal form. If the totals do not agree, the cashier must try to locate the error by determining which type of transaction is out of balance. In cases where the error cannot be located, the supervisor must be notified. The transactions will be verified by someone other than the cashier to determine the source of the out of balance condition. If the error cannot be located by the verification process, the supervisor must determine if a cash overage or shortage has occurred.

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### 8. CASH HANDLING POSITION

#### **8.1. Assignment**

Individuals being considered for a cash handling position must have his or her employment record verified by both Human Resources and the employing supervisor. Human Resources will conduct a background check on the individual to determine if a criminal record exists. The nature of the criminal record must be carefully considered in making the decision to employ the person in the cash handling position. Note: This procedure is in addition to any personnel policies and procedures required by the Human Resources department in the hiring of County employees.

#### **8.2. Training**

Employees who are responsible for receiving, handling or recording cash transactions must be adequately informed of their duties and responsibilities. All employees working in cash operations should be provided with a copy of the Cash Accounting Manual and any training that reviews both County policies and procedures and internal departmental procedures.

#### **8.3. Discipline**

Employment in a cash handling position requires strict adherence to County policies and procedures. Violations of cash rules and regulations will be considered a serious matter and disciplinary action will be taken and may include dismissal from the position.

### 9. INTERNAL CONTROLS

Internal controls are employed by management to monitor operations, identify business risks, and generate pertinent financial and non-financial information. These controls encompass the policies and procedures that an organization establishes to ensure that it operates in accordance with management's intentions and that accountability is maintained for all transactions. This includes the methods adopted by the organization to safeguard its assets, to check the accuracy and reliability of its accounting data, to promote operational efficiency, and to encourage adherence to prescribed managerial policies. The Auditor-Controller's office promulgated a handbook on internal control standards. The handbook can be found in the County of Yolo Administrative Policy and Procedures Manual under procedures titled *Internal Control Standards*.

The department head is responsible for ensuring that adequate internal controls exist to protect County resources.



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### 10. REQUIRED REPORTING

#### **10.1. Cash losses and suspected fraud**

Cash loss refers to money that is missing after it has been recorded, and it is usually the result of theft, fraud or negligence. A cash loss is generally detected by comparing records of cash received (cash receipts, register tape, etc.) with the actual amount on-hand. Often, for practical reasons, immaterial cash losses (under \$10) are considered cash shortages and do not follow the reporting guidelines for cash losses.

Cash losses or suspected fraud must be reported, regardless of the cause and amount. This includes losses resulting from:

- a. Theft, burglary, or robbery
- b. Errors in record keeping or mishandling of cash in a significant amount
- c. Invalid or non-redeemable paper, including forged or altered checks
- d. Counterfeit money

#### **10.2. Report cash losses and suspected fraud**

- a. Upon becoming aware of cash losses or indications of fraud or embezzlement, department personnel shall immediately notify the department head.
- b. The department head or designee shall report the circumstances in a confidential memorandum to the County Risk Manager, the Auditor-Controller, and the District Attorney if fraud is suspected.
- c. In case of suspected fraud the District Attorney will conduct a criminal investigation. The District Attorney will notify the Auditor-Controller and the County Risk Manager of the results of the investigation.
- d. After clearance by the District Attorney, the department conducts an internal investigation to assess the extent of the loss, and files a Property Loss Report with the County Risk Manager.
- e. The Auditor-Controller verifies the loss, reviews internal controls, and makes recommendations to replace lost funds and strengthen internal controls. A copy of the report is sent to the County Risk Manager.

#### **10.3. Annual report**

Departments with revolving cash funds are required to submit an annual report by July 31 to the Auditor-Controller. This report shall include all revolving cash funds and other cash funds under the control of the department head. The report must be formatted in the same manner as the sample report in Appendix 11.6. and include the total amount of cash shortages and overages recorded during the fiscal year.

# COUNTY OF YOLO

## CASH ACCOUNTING MANUAL

### **10.4. *Billing and accounts receivable***

All collections of accounts receivable shall be reported to the Auditor-Controller's office in accordance with the *Billing and Accounts Receivable* policy found under Chapter 11 General Accounting in the County of Yolo Administrative Policy and Procedures Manual.

## 11. RETENTION PERIOD

All cash receipts and related documents must be maintained in accordance with record retention schedules. Cash register tapes, deposit slips, credit card receipts, copies of manual cash receipts, etc. should be kept for six years.

## 12. APPENDICES

### **12.1. *County policies***

### **12.2. *Government codes***

### **12.3. *Segregation of duties matrix***

### **12.4. *Internal control questionnaires***

### **12.5. *Application for petty cash or change fund***

### **12.6. *Annual report***

### **12.7. *Suggested forms***

# COUNTY OF YOLO CASH ACCOUNTING MANUAL

## APPENDIX 12.1.



### County of Yolo Administrative Policies and Procedures Manual

TITLE: CASH REVOLVING AND DIFFERENCE FUNDS	DEPARTMENT: AUDITOR CONTROLLER
TYPE: POLICY	DATE: NOVEMBER 22, 2002

#### A. PURPOSE

The main purpose of the policy on revolving funds is to prescribe uniform accounting policies for County departments pertaining to cash revolving funds, cash difference funds, cash difference funds, other cash funds and cash losses in accordance with generally accepted accounting principles, laws and regulations.

#### B. APPLICABILITY

This policy is in accordance with Government Codes 24350-24353; 29321-29330 and 29370-29390.1 and supercedes Administrative Policies 4-6.1-Imprest Cash and Change Funds dated November 26, 1996 and 4-6.3-Unexplained Cash Shortages dated May 25, 1993 which are incorporated in this policy. The policy applies to all funds for which County officials and department heads are held accountable.

#### C. DEFINITIONS:

1. **Cash** includes coins, currency, checks, money orders and deposits at financial institutions; cash transactions include transactions involving cash as defined above but do not include electronic transmission of funds or investment of funds by the County Treasurer.
2. **Revolving Funds** are established by the Auditor-Controller for specific operational needs to facilitate certain expenditure and cash transactions throughout the County departments under the authority delegated to him by the Board of Supervisors. The most common types of revolving funds are change funds and petty cash funds.
  - a. **Petty Cash Funds** are used to make small purchases or payments in a timely manner for the operational needs of the department. The fund may be used only to pay for those items that are necessary, reasonable and directly related to the operations of the department.
  - b. **Change Funds** are established to make change for cash tendered by the public in exchange for County services.
  - c. **Special Purpose Funds** are requested by individual departments based on specific needs that cannot be met using the normal claim or petty cash fund processes.
  - d. **Cash Difference Funds** are established by the Auditor-Controller under the authority delegated by the Board of Supervisors, for the purpose of replenishing cash shortages and accumulating cash overages.
  - e. **Cash Loss** refers to money that is missing after it has been recorded, and it is usually the result of theft, fraud or negligence.

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# COUNTY OF YOLO CASH ACCOUNTING MANUAL

## APPENDIX 12.1.

### County of Yolo Administrative Policies and Procedures Manual

TITLE: CASH REVOLVING AND DIFFERENCE FUNDS	DEPARTMENT: AUDITOR CONTROLLER
TYPE: POLICY	DATE: NOVEMBER 22, 2002

#### **D. POLICIES**

1. Revolving and cash difference funds of up to \$1,000 will be established at the discretion of the Auditor-Controller upon receipt of a written request from a county official or department head. Revolving funds of up to \$5,000 will be established at the discretion of the Auditor-Controller with the approval of the County Administrative Officer.

Incremental increases or reductions of up to \$1,000 in existing funds may be made at the discretion of the Auditor-Controller with the fund balance not to exceed \$5,000. Incremental increase or reductions in excess of \$1,000 can be made to existing funds with the approval of the County Administrative Officer with the fund balance not to exceed \$10,000.

2. The following restrictions apply to all revolving funds. Revolving funds are not to be used for:
  - a. Illegal purchases.
  - b. Cashing checks.
  - c. Making loans to employees.
  - d. Making up cash shortages or cash losses.
  - e. Purchases of items for personal purposes including travel expenses.
  - f. Circumventing the County's purchasing policies as described in Administrative Policies Manual Section 2-3.1.
3. The department shall adopt strict control through written policies and procedures governing the use of the fund including expenditure limits consistent with the Board resolution or letter order that established the fund.
4. Officials and departmental heads are strictly and personally accountable for the specified total amount of the Revolving Fund authorized to him by the Auditor-Controller.
5. Cash loss shall be immediately reported to the Auditor-Controller in a confidential memorandum, with copies to the District Attorney, and the Risk Manager.
6. All cash shortages must be made up through the cash difference fund to the extent of available balance.
7. Each revolving fund custodian will submit an annual report to the Auditor-Controller July 31.

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COUNTY OF YOLO  
CASH ACCOUNTING MANUAL

APPENDIX 12.1.

County of Yolo  
**Administrative Policies and Procedures Manual**

TITLE: CASH REVOLVING AND DIFFERENCE FUNDS	DEPARTMENT: AUDITOR CONTROLLER
TYPE: POLICY	DATE: NOVEMBER 22, 2002

8. All officials or department heads will follow the procedures prescribed in the Auditor-Controller's Cash Accounting Manual for the use of revolving funds.

# COUNTY OF YOLO CASH ACCOUNTING MANUAL

## APPENDIX 12.2.

### SUMMARY OF APPLICABLE LAWS

#### 1. Laws Pertaining to Cash Collections

Government Code Section 24350

Fees collected by each County department or judicial district shall be deposited into the County Treasury on or before the fifth day of the following month in all cases.

Government Code Section 24352

All fees received shall be recorded monthly and in detail, and the record shall be open to public inspection during office hours.

Government Code Section 24353

Money collected by each County department or judicial district shall be deposited into the County Treasury in the form and at the time required by the County Auditor.

#### 2. Laws Pertaining to Revolving Funds

Government Code Section 29321

The Board of Supervisors may by resolution establish a revolving fund not exceeding \$250,000.

Government Code Section 29321.1

The Board of Supervisors may, by ordinance or resolution, authorize the County Auditor to perform the functions of the Board in establishing, increasing, reducing, or discontinuing any revolving funds.

Government Code Section 29325

Revolving funds may be used for making change if authorized by the Board of Supervisors.

Government Code Section 29326

Revolving funds shall only be used for services or materials that are a legal charge against the County.

Government Code Section 29327

Any expenditure in excess of \$1 shall be supported by a receipt showing the date, the purpose of the expenditure and the amount expended.

Government Code Section 29328

Requests for replenishment of revolving funds from the County Auditor must be supported by receipts.

Government Code Section 29329

The County Auditor or Board of Supervisors may require the officer entrusted with the revolving fund to give an accounting of the fund.

# COUNTY OF YOLO

## CASH ACCOUNTING MANUAL

### APPENDIX 12.2.

Government Code Section 29330

The Board of Supervisors may at any time increase, reduce or discontinue any revolving fund.

**3. Laws Pertaining to Cash Overages and Shortages**

Government Code Section 29375

Overage shall be immediately deposited in the County's Overage Fund.

Government Code Section 29375.1

Excess payment not exceeding \$10 received by a County department or judicial district may be deposited in the County's Overage Trust. Otherwise, it will be refunded to the payor.

Government Code Section 29390

The Board of Supervisors may relieve County officers and employees of accountability for cash shortages in their accounts, where there is no proof of fraud or gross negligence in connection with the shortage and where the loss is not covered by insurance.

Government Code Section 29390.1

The Board of Supervisors may authorize the County Auditor to perform the functions of the Board to replenish shortage.

# COUNTY OF YOLO CASH ACCOUNTING MANUAL

## APPENDIX 12.3.

### SEGREGATION OF DUTIES MATRIX

Segregation of duties is “key duties and responsibilities that need to be divided or segregated among different people to reduce the risk of error or fraud. This should include separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets. No one individual should control all key aspects of a transaction or event.”

To minimize the potential for mistakes in cash operations and/or misappropriation of cash, cash duties should be segregated among different individuals so that in all instances one person (preferably a supervisor) will check the work performed by another. This is attained by having a different individual to receive the cash, prepare the deposit transmittal, and reconcile the ledger sheets while providing a control over the others, catching mistakes and preventing the misappropriation of funds.

Below is a matrix of common cash handling activities that should be segregated among different individuals as illustrated in the shaded areas.

Activity	Authority	Collecting Cash/Payments	Depositing / Recording	Control Activity
1. Handles and processes payments. Records transactions into the cash register.				
2. Prepares listing of checks or manual ledger or multiple copy receipt.				
3. Prepares daily cash balancing of cash register or cash drawer.				
4. Performs reconciliation of credit card receipts to end of day.				
5. Prepares deposits				
6. Reviews daily cash balancing of cash register or cash drawer.				
7. Compares daily cash balancing report, listing of checks, and other manual reports to the deposit.				
8. Compares cash register report to the deposit.				
9. Maintains accounts receivable records.				
10. Authorizes write-offs of uncollectible accounts.				
11. Reconciles bank accounts.				
12. Enters journal entries into GenLed.				



# COUNTY OF YOLO CASH ACCOUNTING MANUAL

## APPENDIX 12.4.

### Change Fund Questionnaire

Definition: Change funds are established to make change for cash tendered by the public in exchange for County services.

Question	Yes	No	NA	Comments
<b>I. General:</b>				
1. Is the change fund maintained on an imprest basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the change fund segregated from other cash?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the change fund in a secured location and locked at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is the change fund reconciled by some independent of the cashier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is the custodian independent of employees who handle receipts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are written procedures for the use of the fund clearly established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is an annual report submitted to the Auditor-Controller by July 31?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>II. Cash collections: (Cash includes coins, currency, checks and money orders.)</b>				
1. Are cash collections recorded immediately upon receipt by means of cash registers or cash receipts journal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are cash collections balanced to receipts on a daily basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are currency and checks accounted for separately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are checks reviewed for accuracy and authenticity before acceptance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are checks with incorrect amounts or payees or which show alterations returned immediately to payers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are checks restrictively endorsed immediately upon receipt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does each cashier have their own cash drawer and/or identification number (cash register)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are cash funds periodically counted and verified by supervisors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is cashing of personal checks from cash collections and the borrowing of personal funds prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is a mail log maintained for checks received in the mail?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# COUNTY OF YOLO CASH ACCOUNTING MANUAL

## APPENDIX 12.4.

Question	Yes	No	NA	Comments
11. Is the cash on-hand counted and documented at the beginning and end of each shift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are collections reconciled on a daily basis at the end of the day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are reconciliations reviewed by a supervisor or an independent person of the receiving function?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are returned checks accounted for on a control log that includes the name, date of return, amount of check and reason for return?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Are returned checks monitored until paid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>III. Cash receipts:</b>				
1. Are the receipts approved by the Auditor-Controller?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are spoiled receipts including carbon copies, retained and marked 'void'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are voided receipts reviewed and initialed by a supervisor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are the receipts sequentially pre-numbered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are the receipts kept in a secured location and locked at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are the unused receipt books kept in a secured location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are the receipts accounted for on a control log that includes the: i. From/To pre-numbered receipt ii. Date and name of the person receiving the receipts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is a receipt issued at the time of payment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the cash receipt show the following information: i. Date ii. Payor iii. Amount iv. Type of payment v. Purpose of payment vi. Cashier's name vii. Department name and address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>IV. Recording:</b>				
1. Are collections transmitted from	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# COUNTY OF YOLO CASH ACCOUNTING MANUAL

## APPENDIX 12.4.

Question	Yes	No	NA	Comments
branch offices to home office and County Treasury through secure means?				
2. Are deposit records reconciled to collections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are deposit records reconciled to the general ledger?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are daily collections promptly summarized and recorded in a cash receipt journal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are cash collections deposited into the County Treasury at least once a week or when cash on-hand exceeds \$500 to \$1,000?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are cash shortages/overages recorded on the deposit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>V. Segregation of Duties</b>				
Please describe your process for handling cash in the following areas, including person(s) directly involved in the process. <ul style="list-style-type: none"> <li>i. Authorize cash collections</li> <li>ii. Record cash collections</li> <li>iii. Deposit cash collections</li> <li>iv. Reconcile cash collections</li> </ul>				

**List of Cashiers and use of fund:**

Name of Cashier(s): \_\_\_\_\_

Purpose of fund: \_\_\_\_\_

Amount of fund: \_\_\_\_\_

Name of Custodian: \_\_\_\_\_

**Questionnaire completed by:**

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Print name and title:

\_\_\_\_\_  
Date:

# COUNTY OF YOLO CASH ACCOUNTING MANUAL

## APPENDIX 12.4.

### Petty Cash Questionnaire:

Definition: Petty cash funds are used to make small purchases or payments in a timely manner for the operational needs of the department. The fund may be used only to pay for those items which are necessary, reasonable and directly related to the operations of the department.

Question	Yes	No	NA	Comments
1. Is the petty cash fund maintained on an imprest basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the petty cash fund segregated from other cash?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the petty cash fund in a secured location and locked at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is the petty cash fund restricted as to: a. Maximum amount for individual disbursements from the fund? b. Maximum amount of disbursements in any one year? c. Type of purchase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is the petty cash fund periodically reconciled by some independent of the custodian?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is the custodian independent of employees who handle receipts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are written procedures for the use of the fund clearly established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is an annual report submitted to the Auditor-Controller by July 31?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is the petty cash voucher used for all disbursements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are petty cash vouchers executed in full in ink or otherwise in such manner as to make alterations difficult?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are petty cash vouchers approved by a department head or other authorized person other than the custodian?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are the amounts of the petty cash vouchers spelled as well as written in numerals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# COUNTY OF YOLO CASH ACCOUNTING MANUAL

## APPENDIX 12.4.

Question	Yes	No	NA	Comments
13. Are the petty cash vouchers properly supported by vendor documents (original receipts)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are the petty cash vouchers marked "paid" upon disbursement, so they cannot be misused thereafter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Is a control log used for recording disbursements and replenishments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the replenishment claim supported by the petty cash vouchers and original receipts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is the warrant for the replenishment claim made out to the order of the custodian?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Custodian of fund:**

Name of Custodian: \_\_\_\_\_

Purpose of fund: \_\_\_\_\_

Amount of fund: \_\_\_\_\_

**Questionnaire completed by:**

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Print name and title:

\_\_\_\_\_  
Date:

# COUNTY OF YOLO CASH ACCOUNTING MANUAL

## APPENDIX 11.4.

### Bank Accounts Questionnaire:

Definition: Bank accounts are a depository of cash at a financial institution outside of the County Treasury.

Question	Yes	No	NA	Comments
1. Is the bank account authorized by law, the Board, Auditor-Controller or Treasurer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the bank account established in the name of Yolo County?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the bank account only used for the specific purpose for which the account was established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is the cash in the bank protected by FDIC insurance, i.e. does not exceed \$100,000 per account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is the bank notified of new check signers or when previous signers are terminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are unused checks in a secured location and locked at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are written procedures for the use of the account clearly established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is an annual report submitted to the Auditor-Controller by July 31?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are checks recorded in the disbursement journal as prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are two signatures required on checks over a stated amount?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are signed checks immediately mailed out by someone not involved in the disbursement process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are voided checks properly canceled and retained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are all supporting documents properly canceled at time of signature to prevent duplicate payment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Is signing blank checks prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Is the bank account reconciled promptly after the end of each month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Are reconciliations made by someone other than the person(s) who receipt or disburse cash?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Are bank statements and paid checks delivered in unopened envelopes directly to the employee preparing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# COUNTY OF YOLO CASH ACCOUNTING MANUAL

## APPENDIX 11.4.

Question	Yes	No	NA	Comments
the reconciliation?				
18. Are all reconciliations and investigations of unusual reconciling items reviewed and approved by an official who is not responsible for receipts and disbursements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**List of check signers and use of account:**

Name of check signer(s) and titles: \_\_\_\_\_

Purpose of bank account: \_\_\_\_\_

Bank balance: (attach bank statement) \_\_\_\_\_

**Questionnaire completed by:**

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Print name and title:

\_\_\_\_\_  
Date:

# COUNTY OF YOLO CASH ACCOUNTING MANUAL

## APPENDIX 12.5.

### Application for Petty Cash or Change Fund

Request for:			
Petty Cash Fund \$	<input type="checkbox"/>	Change of Custodian	<input type="checkbox"/>
Change Fund \$	<input type="checkbox"/>	Increase / Decrease of Fund \$	<input type="checkbox"/>
Special Purpose Fund \$	<input type="checkbox"/>	Closeout (Include Deposit Number and Date) \$ DP#	<input type="checkbox"/>
Department Name:		Total Accountable Balance: \$	
Name of Custodian:	Title:	Vendor No:	Employee ID:
Email Address:			
Description of Need of Fund:			
Special Instructions:			
Location of Fund (street address):			
Building Name:	Room Number:	Telephone Number:	
<p>This fund and responsibility thereof is issued to the named custodian and cannot be transferred without written approval from the Auditor-Controller's office. If for any reason a fund is no longer needed, the department must deposit the funds into the County Treasury and complete a new application marking closeout along with the deposit number and date when the funds were returned. For a change of custodian, a new application form must be completed, thereby terminating the responsibility of the prior custodian. New funds and increases to existing funds must have a copy of the approval letter attached from the Auditor-Controller in order to complete the request.</p>			
Change of custodian:			
Name of Prior Custodian:			Vendor No:
Acknowledgment of responsibility:			
<p><i>I accept the above stated cash fund with the understanding that I am personally responsible for the proper safekeeping and use of the said funds in accordance with the established policy. I have received a copy of the Cash Accounting Manual governing the use of these funds.</i></p>			
Signature of Custodian:			Date:
<p><i>I approve the designation of the employee above as custodian of the stated cash fund. It is further understood that I will be jointly responsible for the said funds.</i></p>			
Signature of Department Head or Designee:			Date:
Auditor Use Only:			
Auditor Representative:		Date Posted to Genled:	



# COUNTY OF YOLO CASH ACCOUNTING MANUAL

## APPENDIX 12.6.

To: Howard Newens, Auditor-Controller Treasurer Tax Collector

From:

Date:

Subject: Annual revolving cash report for period ending June 30,

In compliance with the Yolo County Administrative Policy and Cash Accounting Manual, we are hereby submitting our annual report of the revolving cash fund balances as of June 30, .

### Revolving cash funds

Type of fund	Purpose of fund	Custodian/cashier	June 30, balance	Over (Short) amount

### Other cash funds – Bank accounts

Bank account No. (last 4 digits)	Purpose of account	Check signers	June 30, bank balance

### Cash receipts issued

Our department maintains a control log for all cash receipts books on-hand.

We have attached a copy of the bank statements for all accounts listed above. In addition, our staff has been given a copy of the Cash Accounting Manual for review along with internal instructions for handling cash transactions.

Attachments





**COUNTY OF YOLO  
CASH ACCOUNTING MANUAL**

**APPENDIX 12.7.**

**PETTY CASH VOUCHER**

Employee name: \_\_\_\_\_

Date	Description	Document No.	Amount
		Total	

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Disbursed by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

.....

**PETTY CASH VOUCHER**

Employee name: \_\_\_\_\_

Date	Description	Document No.	Amount
		Total	

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Disbursed by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



**COUNTY OF YOLO  
CASH ACCOUNTING MANUAL**

**APPENDIX 11.7.**

**BANK RECONCILIATION**

For the Month Ended: \_\_\_\_\_

Bank Balance		\$ _____
Add: Deposits in Transit ( <i>Note 1</i> )	Check #	Amount
Total Deposits		_____
Less: Outstanding Checks ( <i>Note 2</i> )		
Total Checks		_____
Bank Service Charge		_____
Balance Per Books, xx/xx/xx		\$ _____

*Note 1: Represent deposits recorded in the books but not shown in the bank statements.*

*Note 2: Represents checks written but not cleared by the bank.*

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

