1.0 GENERAL

1.1 PURPOSE.

The purpose of this policy and procedure is to set forth the City's requirements for the handling of cash by its employees.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED.

This policy and procedure shall apply to all City divisions and departments.

3.0 REFERENCES.

RCW section 43.09.240
SMC sections 3.01.410 and 3.01.440.

4.0 DEFINITIONS

4.1 "City cash" means currency, coins, checks, drafts, credit and debit card payments, other electronic payment media and other negotiable instruments payable in money to the City.
5.0 POLICY

5.1 The chief financial officer is responsible for establishing and maintaining sound fiscal management practices throughout the City, including the handling of City cash and appropriate training.

5.2 Cash Handler Manual.

5.2.1 The chief financial officer shall promulgate a cash handler manual, that will provide for the following items:

a. receipt, handling and deposit into treasury by city employees;

b. documentation of transactions;

c. regular reporting to the city treasurer;

d. certification and decertification of city employees authorized to receive or handle city moneys;

e. inspection of departmental cash records;

f. inspection of departmental cash-handling practices and procedures; and

g. contracting with agents to collect city cash and their collection procedures.

5.2.2 A current copy of the cash handler manual shall be kept on file with the city clerk and on the City's intranet.

5.2.3 Notification of changes to the cash handler manual shall be provided to employees who handle cash.

5.3 As between a department and the city treasurer, the department has primary responsibility for the care and liability for the loss of city cash in its custody until the cash is deposited in the treasury, deposited in an after-hours drop box of the city's financial institution, or delivered to an armored-car service making collection for the City. Written approval from the city treasurer is required for the establishment of an account with any financial institution. Compliance with the cash handler's manual gives rise to a presumption that due care was executed.

6.0 PROCEDURE

6.1 The chief financial officer shall enforce this policy and procedure
a. through on-site inspections,

b. by restricting the authority of an employee to handle cash in the event of non-compliance by an employee, and

c. by requiring daily departmental deposit directly to the treasury services department in the event of noncompliance by a department

6.2 Training.

6.2.1 At least annually the finance department shall conduct a course of instruction and training on the secure processing of money and the cash handler’s manual. Appropriate departmental personnel will provide training on departmental rules.

6.2.2 All employees who receive and handle city cash on a regular basis in the scope and course of their employment should complete this training within one year of employment.

6.2.3 Between sessions offered by the finance department, each department shall provide interim training on procedures and controls as warranted and before any new employee is allowed to be a cash handler.

7.0 RESPONSIBILITIES

7.1 Duties of Employees. Any city employee who receives city cash shall:

a. unless otherwise authorized, within twenty-four hours deliver it to the city treasurer or deposit it with an approved city depository,

b. comply with the rules and regulations in the cash handler’s manual, and with the internal procedures of the particular department, for handling, processing and documenting the city cash and for dissemination of the records, and

c. notify his or her supervisor of any suspected loss or theft of city cash immediately upon discovery and in writing within twenty-four hours.

7.2 Duties of Department Heads. The head of each department which will receive city moneys on a regular basis in the course of its activities shall:

a. assign the task of receiving city cash to only those persons who have been trained in the functions,
b. collaborate with the finance department to establish and maintain a system of procedures, documentation and reporting on the handling of receipts and the deposit of money,

c. notify the chief financial officer and the city treasurer verbally (immediately) of any loss or theft of city cash, follow the verbal report with a formal written report to the chief financial officer, the city auditor and the city treasurer within twenty four (24) hours in accordance with the cash handler's manual,

d. allow assigned examiners from the office of the state auditor, city auditor, the chief financial officer and any designee to make on-site inspections to observe the processing of city cash and inspect collection records,

e. provide interim cash-handling training between sessions of the finance division, and

f. provide additional procedures to supplement, but not in conflict with, the cash handler's manual.

7.3 The finance department is responsible for administering this policy.

8.0 APPENDICES

None. To see cash handler manual, go to http://iweb.spokanecity.org. Click on "Documents and Forms". Then click on "Treasurer's Office". Then click on "City of Spokane Cash Handler's Manual".

APPROVED BY:

[Signatures]