

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
MANAGEMENT OF PUBLIC FUNDS

Purpose -

The Management of Public Funds Policy establishes standards by which public monies are received, recorded and deposited. Through the Management of Public Funds program, functions and responsibilities will be defined to establish internal control. Internal control is a system designed to prevent a single employee from exclusively controlling a monetary transaction. The policy provides suggested internal controls for the segregation of duties in such a way that persons who are responsible for the custody of funds and performance of cashiering duties have no part in the keeping of, nor access to, those records which establish accounting control over the funds and operations (and vice versa). The duties of individuals should be so divided as to maximize employee protection and minimize the potential for collusion, perpetration of inequities and falsification of accounts. The objective is to provide the maximum safeguards practicable, giving due consideration to the risks involved and the cost of maintaining controls. Established internal controls work to provide reasonable assurance that daily transactions are executed in accordance with prescribed managerial policies and that errors and omissions are detected.

Scope -

The operation of the fund management system, the duties of any employee designated as a cashier, and all other matters including physical security, designation of cashiers and accountability for the receipt, deposit, transmittal, or disbursement of funds not otherwise specified by statute shall be regulated by county ordinance or countywide policies and procedures adopted by council. Unless specifically authorized by the council, said countywide policies shall supersede any departmental or division policy relating to the same subject. Any department or division policies and procedures used for internal administration, shall be consistent with the intent of this policy and sound cash management practices.

1.0 Definitions

- 1.1 Agency Cashier- One who is designated to receives money from the public and/or an advance from an agency appropriation and is authorized to advance funds to other cashiers required for that specific jurisdiction or agency in which the Agency Cashier works. The Agency Cashier may have supervisory authority over other cashiers. The Agency Cashier is responsible for deposits of all receipts with the Treasurer or directly to a bank designated by the Treasurer. An agency may designate multiple Agency Cashiers depending upon workload, number of locations, work schedules, etc.
- 1.2 Agency- An elected office, department, division or other subdivision of County Government.
- 1.3 Audit Program- A regular review of collecting, accounting and reporting procedures to ensure compliance with established policies and procedures.
- 1.4 Burglary- A burglary is a crime committed in secrecy. Victims are not confronted.

- 1.5 Cashier- An officer or employee approved as a cashier by the applicable agency officer is authorized to perform limited cash receiving and disbursing functions or other cash operations. The guidelines affecting the limitation and scope of these functions are defined in this policy.
- 1.6 Change Fund- An amount of cash available to provide change for over-the-counter cash receipts from users.
- 1.7 Director- A person responsible for the management of a department, division, section, etc.
- 1.8 Donations- Monies voluntarily given to Salt Lake County for purposes that are individually stated. Acceptance of donations and gifts is subject to the requirements of Countywide Policy #1006. Donations and gifts, when accepted, will be properly receipted and recognized as revenue by the County.
- 1.9 Equipment- Items necessary for proper cash handling, accounting and recording of cash receipts and disbursements or the general care and securing of public funds. Included are cash registers, cash boxes, safes and computer equipment, as required.
- 1.10 Financial/Fiscal Officer- The agency officer who is responsible for the accounting, reconciling, budgeting, security, etc. of public funds or monies in an agency.
- 1.11 Fund Management Policy Committee- A committee established by the Management of Public Funds Ordinance 3.64 of Salt Lake County. The Treasurer chairs the Committee. Members of the committee are: the Auditor, or designee, the Attorney, or designee, the Assessor, or designee, the Treasurer and one designee selected by the Mayor. The Committee shall meet as needed and shall have responsibility for developing, reviewing and making recommendations to the Mayor or council on any proposed fund management policy, protocol, procedure or amendment thereto. The Committee, through its chair, shall be responsible for providing clarification and guidance with respect to the interpretations of fund management policies.
- 1.12 Imprest Fund- A specified, separate amount of money (the “imprest amount”) established pursuant to countywide policy #1203.
- 1.13 Imprest Fund Custodian- An employee of the County authorized to handle and manage imprest funds.
- 1.14 Internal Control- Internal control is the plan of organization and all methods and procedures that are concerned mainly with safeguarding of assets, authorization of transactions, and reliability of financial records.
- 1.15 In transit Items- Deposit and/or correction transactions which, due to timing differences, have been recognized (posted to the books) by one of (a) the agency, or (b) the financial institution. For example, a deposit may be recognized and recorded by the agency but not received by the bank, or vice versa.
- 1.16 Merchant Agreement- A written agreement between a bank and a merchant (i.e. the County) setting forth the terms, guidelines and standards whereby the merchant agrees to honor all valid bank cards presented as payment for services, products or events and the bank agrees to accept valid sales drafts or transaction records presented for payment.

- 1.17 Overages/Shortages- Any amount in excess of, or less than, the amount collected and the amount that should have been collected.
- 1.18 Petty Cash Fund- An amount of cash available for small purchases relating to normal business operations, established pursuant to countywide policy #1203.
- 1.19 Public Funds and Public monies - Money and other funds and accounts, regardless of the source from which these funds and accounts are derived, which are owned, held or administered by the county, its employees, or any of its offices, boards, commissions, departments, divisions, agencies or other similar instrumentalities.
- 1.20 Receipts- Written confirmation of monies received, usually provided by the recipient to the one making payment at the time the payment is made.
- 1.21 Request for and Designation of Cashier- and other changes to cashier designation.
- 1.22 Revenues- Any money in the form of donations, fees or taxes collected by an agency including monies collected by a County agency to be held in trust for others.
- 1.23 Suspense Accounts- Accounts used to temporarily hold deposited revenues from an unidentified source, for example a tax payment on an unknown property. The payment is held in suspense until all data becomes available.

2.0 General

2.1 Appointment

- 2.1.1 The positions of Agency Cashier and Cashier are decentralized. Accordingly, the selection process, selection appointment and supervision for these positions is the responsibility of the appointing agency.
- 2.1.2 Whenever a new Agency Cashier or Cashier is designated, the Director will submit MPF Form 1 to the Auditor and the Treasurer.
- 2.1.3 When requested by any agency, the Treasurer will arrange for and provide cashier orientation for Agency Cashiers or Cashiers. The Treasurer or designee is available to provide assistance upon request to all Agency Cashiers and Cashiers.

2.2 Supervision

- 2.2.1 Agency Cashiers are subject to the administrative supervision of the agency in which they are employed.
- 2.2.2 Agency Cashiers are procedurally responsible for compliance in the performance of all duties relating to cash management of the funds entrusted to their care in keeping with the procedures outlined in this policy or those written internal policies and procedures that have been approved by the Funds Management Policy Committee. Administrative officers, accordingly, will not attempt to direct

or implement actions of agent cashiers which would conflict with the policies and procedures established in this policy or those approved internal polices and procedures.

- 2.2.3 In the performance of their disbursing duties, Agency Cashiers are held personally accountable and responsible to Salt Lake County. They must conform to the procedures and instructions as outlined in this policy.
- 2.2.4 Daily responsibility for general supervision of cashier(s) functions will be overseen by the Agency Cashier.
- 2.2.5 Job descriptions forwarded to the Division of Human Resources should clearly identify any individual position with cash handling responsibilities.

2.3 Space and Equipment

2.3.1 The Agency Cashier will be assigned such office space as will afford proper protection and permit the duties to be performed without funds or valuable documents being made accessible to other employees, including Finance/Budget employees. These security requirements, are applicable solely to County facilities maintaining a cashier operation, regardless of the departmental jurisdiction under which the facility is operated. Giving due consideration to the risks involved and the cost of maintaining controls, and in compliance with county purchasing and procurement policies, each agency shall acquire and maintain the systems and equipment necessary for the accurate receipting, recording, accounting and safekeeping of public money. A combination cashbox, safe or vault which will afford adequate protection should be assigned to the Agency Cashier and to each Cashier as appropriate to provide adequate segregation and safeguarding of public funds and monies held by each. Under no circumstances will funds other than public funds received by these employees in connection with their official duties be placed in the cashbox, safe or vault. The fiscal officer will assure that individual accountability is established for funds entrusted to each Agency Cashier and Cashier.

2.3.1.1 If cash is to be stored in a cash box, each agency location must provide a locked desk drawer, file cabinet or safe where the cash box can be safely secured. The Treasurer provides space in a secure vault for overnight storage of agency cash boxes. Pick up and return of agency cash boxes is provided by protective services as further explained in section 3.7.4.1.

2.3.1.2 Following are suggested guidelines for equipment necessary for the accurate receipting, recording, accounting and safekeeping of public money:

2.3.1.2.1 If total cash receipts are less than \$250 per day, or less than fifty transactions per day, a secure cashbox may be adequate.

- 2.3.1.2.2 If total cash receipts are from \$250 to \$1000 per day, an off-line register with a locking cash drawer that produces a detail tape and double receipt tape is recommended.
 - 2.3.1.2.3 If total cash receipts exceed \$1000 per day, an on-line register with features listed in 2.3.1.2.2 is recommended.
 - 2.3.2 The agency fiscal officer will maintain sealed envelopes containing the keys or combinations to all cash boxes, cash drawers and safes. In the event of an emergency or absence of the Agency Cashier, cash boxes, cash drawers and safes may be opened as necessary only under conditions of dual control as further explained in 2.7.2.
 - 2.3.3 The combination to a safe or cashbox will be changed immediately after the safe has been opened under an emergency condition described above at least once a year, and any time there is a change of incumbents in the positions of Agency Cashier or Cashier. When the combination is changed, a new sealed envelope will be prepared and delivered to the agency fiscal officer. Combinations are confidential and should be known only to the Agency Cashier or Cashier, as appropriate.
 - 2.4 Cash Advance to Agency Cashier
 - 2.4.1 All cash advances are in the following categories; Imprest Fund, Petty Cash Fund, Imprest Checking or Change Fund and are established pursuant to Countywide Policy 1203, Petty Cash and Other Imprest Funds).
 - 2.4.1.1 The treasurer, after consultation with the agency, will select the financial institution to hold the imprest fund and arrange for such account maintenance services and cash management services as the treasurer and the agency deem appropriate. Authorized signers on imprest checking accounts shall be designated pursuant to a standard Account Authorization certified by the treasurer.
 - 2.4.2 Personnel changes in the positions of Agency Cashier or Cashier will require transfer of all funds under control of the Agency Cashier or Cashier to their replacement. Funds to be transferred include all cash and cash items (e.g. unreimbursed disbursement receipts), checks for deposit, uncashed reimbursement checks, etc. The transfer of funds to the new Agency Cashier or Cashier is effected through completion of MPF Form 7A, Transfer of Funds Receipt. Whenever possible, the transfer should be conducted under dual control as explained in 2.7.2. The agency and its Agency Cashier and Cashier(s) are at all times accountable for all funds advanced or received. If an agency does not designate a replacement Agency Cashier or Cashier, all funds advanced must be returned to the Auditor as provided in County wide Policy #1203.
 - 2.4.3 The Agency Cashier and each cashier will verify accountability for their cash advance daily. This will enable the cashiers to quickly detect and identify any discrepancies and promotes appropriate attention to control over and accountability for county funds.
 - 2.5 Losses and Overages in Accounts of Agency Cashier

- 2.5.1 In the event of loss or theft of imprest funds or collections, all facts will be immediately reported by the Director or designee to the appropriate law enforcement jurisdiction, the Attorney, Auditor and Treasurer as required by Countywide Policy #1304, Discovery and Reporting of Thefts.
- 2.5.2 If a loss occurs due to acceptance of counterfeit money, the Treasurer will charge the amount of the loss to the depositing agency. If the agency can determine the source of the counterfeit currency, an appropriate adjustment of credit will be made for the collection item. The amount of the counterfeit must be treated as a reduction in the agency's collections.
- 2.5.3 All overages and shortages, regardless of the amount, must be recorded and reported daily by the agency on MPF Form 10, CASH OVER/SHORT LOG. When a significant shortage or a pattern of shortages occurs in the accounts of any cashier, the agency shall conduct an investigation of the circumstances and report its findings to the Auditor.
- 2.5.4 After reporting its findings to the Auditor, the agency may request reimbursement of the shortage as provided in Countywide Policy 1203, Petty Cash and Other Imprest Funds.
- 2.5.5 Any overage in the accounts of an Agency Cashier will be deposited in the appropriate fund through the normal process of regular depositing and listed as an overage on the Monthly Report of Cash Receipts and on MPF Form 10, CASH OVER/SHORT LOG .
- 2.5.6 To prevent a burglary the following steps should be followed:
 - 2.5.6.1 Lock all doors and windows before leaving the office.
 - 2.5.6.2 Secure property as best possible i.e., bolt safe to floor, lock cashbox in safe at night, keep all valuable property locked in a safe place.
 - 2.5.6.3 If a burglary occurs, the following steps should be followed:
 - 2.5.6.3.1 Call 911 and supervisor and notify them of the location of the burglary and wait outside for the investigators.
 - 2.5.6.3.2 Do not touch anything and cooperate with investigators completely.

2.6 Cash Advances by Agency Cashier

- 2.6.1 The Agency Cashier may advance funds to a Cashier or to any employee designated to make petty cash purchases and must use MPF Form 7A, Fund Transfer Receipt. A signature will be obtained on MPF Form 7A from the employee receiving the funds which will be retained by the agent cashier until an accounting is made for the advance.

2.7 Absence of Agency Cashier

- 2.7.1 In the anticipated extended absence of the Agency Cashier a cash fund transfer using MPF Form 7A may be effected to carry on normal cash handling functions.

Upon the Agency Cashier's return to duty, the funds will be transferred back to the Agency Cashier using the procedures outlined above.

2.7.2 Where the absence of an Agency Cashier precludes the transfer of funds, the following procedures shall be employed :

2.7.2.1 Establish dual control over the Agency Cashier's funds. The Director or designee and the Agency Fiscal Officer are the recommended officers who should act in this capacity. The Cashier designated to act during the Agency Cashier's absence may participate in the process.

2.7.2.2 Count and balance the Agency Cashier's fund(s), documenting the count on a count sheet signed by both officers conducting the count.

2.7.2.3 Transfer responsibility for the Agency Cashier's fund(s) to the designated Cashier using MPF Form 7A.

2.7.2.4 The designated cashier performs all functions of the Agency Cashier in the usual manner.

2.7.2.5 Upon the Agency Cashier's return to duty, the fund(s) is transferred back to the Agency Cashier using the procedure outlined in 2.7.1.

2.7.3 Annually, usually coinciding with a scheduled vacation, a complete transfer of responsibility and accountability to a designated cashier should be effected.

2.8 Review of Cash Handling

2.8.1 Treasurer may review cash handling practices, books, papers, and accounts to ensure compliance with state law and this policy, and to identify possible improvements in cash handling.

2.8.2 The Auditor will conduct unannounced reviews of Agency Cashier's funds, and undeposited collections, and imprest funds. Additional reviews may be conducted as considered necessary.

2.8.3 Periodic internal reviews conducted by agency fiscal officers are recommended as a routine activity to assure agency compliance with this policy. A report to the agency director should document all funds reviewed, any exceptions noted, and a conclusion as to compliance with state law and this policy.

2.8.4 Losses or discrepancies discovered in the course of the review should be reported in accordance with section 2.5.1 and Countywide Policy #1304, Discovery and Reporting of Thefts.

2.9 Armored Car Service

2.9.1 An armored car service may be used if deemed necessary. The Treasurer's Office should be contacted to make proper arrangements.

3.0 Collections

3.1 Receipt of Collections

- 3.1.1 All money collected by agencies will be received, where practicable, by the Agency Cashier. When it is necessary that collections be received by officials other than the Agency Cashier, the amounts received and accepted will be delivered to the Agency Cashier on the business day during which the collections are received. When circumstances make such action impractical, the delivery will be made no later than the business day following receipt.
- 3.1.2 Collections received via mail should be delivered to the Agent Cashier in the envelope in which received. The Agent Cashier should retain the envelope until the remittance is processed.
- 3.1.3 Checks or credit cards can only be accepted in accordance with the Countywide Policy on the Acceptance of Checks #1301.
- 3.1.4 Except as otherwise provided in statute or by policy, all persons remitting monies to Salt Lake County will receive verification of their payment with a receipt.

3.2 Forms of Remittances

- 3.2.1 Remittances in the form of cash, checks, drafts, traveler's checks, and money orders will be accepted.

3.3 Processing Remittances

- 3.3.1 Collections received by Cashiers from remitter in person or via mail:
 - 3.3.1.1 When a remitter presents sufficient information and identification to process the remittance, the transaction will be performed crediting the appropriate account. Where possible a validated register receipt will be returned to the remitter.
 - 3.3.1.2 When a remitter does not present sufficient information to process the remittance, the transaction will be processed crediting a suspense account. When the proper accounting can be determined, a correcting entry will be made charging the suspense account and crediting the appropriate revenue account.
- 3.3.2 Bill for Collection, (Due Bills): Any monies due to Salt Lake County. Due Bills are prepared by the Auditor's Office.
 - 3.3.2.1 Any agency collecting money on a regular basis should be depositing into the depository account established by the Treasurer. Revenue will be recognized and recorded by an Auditor's transmittal letter to the Treasurer in lieu of a Due Bill. Due Bills should only be used by agencies collecting money on an irregular basis.
 - 3.3.2.2 The Agency Cashier or Department/Division official will oversee the preparation of the deposit materials with the individual taking the

funds to the Auditor's Office for preparation of a Due Bill. If the funds are left with the Auditor, the Agency should require a signature from the Auditor on a Transfer Ledger (MPF Form 7), indicating receipt of funds.

3.3.2.3 Examples of collections requiring traditional Due Bills are as follows:

3.3.2.3.1 Copying fees

3.3.2.3.2 Employees personal phone use repayments

3.3.2.3.3 Sheriff's auctions.

3.3.2.4 Other miscellaneous funds accruing to the County on an irregular basis.

3.4 Examinations of Remittances

3.4.1 Remittances, such as checks, drafts, etc., will be examined for omissions and discrepancies before deposit.

3.4.2 In general, unsigned checks, drafts, two-party checks, etc., will be returned to the remitter. When the check is payable to the order of the remitter and has not been endorsed, it will be returned for endorsement. Two-party checks should not be accepted.

3.4.3 Checks received with the name of the payee omitted should be completed by inserting Salt Lake County Treasurer on the "Pay to the Order of" line. If either the script or the numerical amount is omitted, the amount omitted will be inserted to complete the check for deposit purposes. Checks received with the date omitted will have the current date supplied. Serious errors or omissions or unusual circumstances should be referred to the agency fiscal officer for resolution.

3.4.4 If a check is received bearing a conditional or restrictive endorsement, the check will not be accepted, except as provided under 59-1-301 Utah Code Annotated, "Paid under protest."

3.4.5 When a check is made payable to a Government agency or office and the name is misspelled, or it is made payable to a different agency, the receiving agency may endorse the check if, the amount is correct and the receiving agency is the intended recipient of the check.

3.4.6 Collections received that are for credit to the accounts of another agency will be forwarded to that agency for processing and deposit.

3.5 Receipts

3.5.1 The Agency Cashier will prepare a receipt for all remittances received. The original receipt will be given to the person tendering payment. The duplicate receipt will be kept by the agency for accounting and auditing purposes. No

receipt is required for mailed tax payments received by the Assessor and Treasurer as provided in Section 59-2-1319, Utah Code Annotated.

- 3.5.1.1 The supply of unissued counter receipts will be kept in a safe, locked drawer or secure area. The first and last numbers of receipts should be verified by the Agency Cashier and entered into a receipt log maintained by the agency. As blank receipts are released to cashiers for use, the log should be updated, accordingly.
- 3.5.2 The receipt forms will be used in numerical order. Unless specifically provided, no remittance will be received in a manner other than by issuance of the prescribed form of pre-numbered receipt. Each receipt will be completed to show all information required on the form.
 - 3.5.2.1 When errors are made on receipts, corrections, strikeouts, changes, erasures, and alterations of any kind, are prohibited. The erroneous receipt should be voided, and a correct receipt issued.
 - 3.5.2.2 When it is necessary to void a receipt, all copies will be marked "void", including the original (customer) copy, if available. The cashier who initiated the void will document on the front of the voided receipt the cause of the voided transaction and its resolution. A supervisor not involved with the transaction will review and sign the voided receipt along with the cashier who initiated the void. The voided receipts will be filed in proper numerical sequence and kept for audit purposes.
- 3.5.3 Agency receipts must be completed in sufficient detail to identify the appropriation or funds to be credited.
- 3.5.4 Deposits should be tallied on calculators using duplicate (no carbon required or "NCR") adding machine tape. One copy will be attached to the deposit and the other retained for agency records.
- 3.6 Endorsements of Checks and Other Negotiable Instruments
 - 3.6.1 All checks and other negotiable instruments received by the Agency Cashier should be restrictively endorsed immediately upon receipt using the agency's approved endorsement stamp.
- 3.7 Deposit of Collections
 - 3.7.1 The Treasurer will establish all depository accounts for use by county agencies, and arrange for such account maintenance services and cash management services as the treasurer and the agency deem appropriate. The treasurer and/or designee(s) is the authorized signer on all depository accounts.
 - 3.7.2 As required by Section 51-4-2, Utah Code Annotated, all public funds shall be deposited daily whenever practicable but not later than three days after receipt.
 - 3.7.3 Daily Balancing Procedures:

- 3.7.3.1 Each day, all county agencies should balance collections to register (or receipt log) totals and prepare a deposit, using MPF Form 3 or a facsimile developed for the specific agency.
- 3.7.3.2 Change funds should be counted, restored to the established imprest balance, and shorts and overs recognized and recorded on MPF Form 3, and on MPF Form 10, CASH OVER/SHORT LOG.
- 3.7.3.3 All over and short transactions must be accompanied by appropriate over or short documentation (MPF Forms 4 & 5) consistent with the procedures outlined in Section 5.3.1, Overages and Shortages.
- 3.7.4 All county agencies will prepare their own deposit and seal it in a plastic, tamper proof deposit bag. Sealed deposit bags may be delivered to the Treasurer's Office or directly to a depository institution approved by the Treasurer.
- 3.7.5 Each deposit should include an original and duplicate copy of the deposit slip. Supporting adding machine tapes of checks should be included with the checks.
 - 3.7.5.1 The agency should prepare sufficient additional copies of deposit slips to accommodate agency record keeping needs and audit requirements.
 - 3.7.5.2 Sealed deposit bags delivered to the Treasurer's Office are validated through the Treasurer's registers if the deposit is directed to the general depository account, and if there are two completed deposit slips attached to the outside of the bag.
 - 3.7.5.3 Deposits made through armored car service should use approved Receipt Books or manifests signed by the armored car representative to document delivery of a deposit to armored car.
 - 3.7.5.4 All Government Center Agencies may secure cashboxes with the Treasurer's Office. It is recommended that Protective Services be used for the transport of cash boxes and deposit bags within the Government Center.
 - 3.7.5.5 Transfer of cash boxes and deposit bags to Protective Services is documented on a Fund Transfer Journal that is retained by Protective Services. Protective Services requires an agency employee (usually the Agency Cashier) to sign or initial the Fund Transfer Journal. Protective Services should sign an agency copy of the deposit slip and/or a log retained by the agency to document delivery of the deposit bag and cash boxes to Protective Services.
 - 3.7.5.6 Upon receipt of the cashboxes and deposit bags in the Treasurer's Office, a Treasurer's office employee will verify the number of deposit bags and cash boxes received and sign their full name under the last agency on the Fund Transfer Journal.
 - a . The Government Center Fund Transfer Journal will be kept by Protective Services section to archive.

- b . At the beginning of the next business day Protective Services returns the cashboxes to their respective agency using a Fund Transfer Journal to document the return of the cash boxes.

3.7.1.7 Preparation of deposit slip(s):

- 3.7.1.7.1 Complete an agency deposit slip for each deposit showing the name of the agency, the total amount of currency and coin included, the total amount of checks, the deposit total, the date, and the sealed deposit bag number (if applicable).

3.7.1.8 Preparation of deposit bag:

- 3.7.1.8.1 Prepare a sealed deposit bag by writing or stamping on the outside of the bag: the name of the depositing agency, the date, the name of the Depository bank (use the agency endorsement stamp), the total amount deposited, the amount of currency and coin included, and the amount of checks included.
- 3.7.1.8.2 After completing the information required on the outside of the bag, place all deposit items, including the deposit slip and copy, into the bag and seal the bag before delivery to the armored car service or Protective Services.
- 3.7.1.8.3 Multiple deposits may be included in a single sealed bag. The information reflected on the outside of the sealed bag should represent summary information for all individual deposits included in the bag.
- 3.7.1.8.4 Based on the terms of the county's armored car service contract, all check deposits must be reconstructable by the County. Accordingly, all agencies must retain copies of all checks deposited. Copies may be in the form of photocopies, microfilm, digital image or similar medium.

3.8 Deposit Adjustments

- 3.8.1 The depository bank(s) will notify the county of deposit errors, returned items, bank charges, and other adjustments to deposits and balances. Upon notification that an account requires adjustment, as necessary, the Treasurer will notify the agency of required adjustments. It is the responsibility of each agency to correct agency records for adjustments.

3.9 Uncollectable Items

- 3.10 Refer to County-wide Policy #1306, Collection of Bad Checks for procedures related to uncollectable items.

3.11 Funds Found on Premises

3.11.1 Funds found on premises under the control of Salt Lake County with ownership unknown will be delivered to the agency fiscal officer to be held for 30 days pending a claim from the rightful owner. If ownership is established to the satisfaction of the agency fiscal officer within 30 days, the funds will be released to the rightful owner upon receipt of a signed acknowledgement from the owner.

3.11.2 If the agency fiscal officer cannot determine the rightful owner of the funds, all funds shall be delivered to the Treasurer with an explanation of the circumstances under which the funds were found. The treasurer will deposit the funds in an account pending final disposition. If the rightful owner does not claim the funds within one year, the funds will be remitted to the State Treasurer's unclaimed property division as required by Section 67-4a-210, Utah Code Annotated.

3.1.2 Refunds

3.12.1 No refunds are to be issued out of depository accounts. These accounts are strictly for depositing of revenue and are not Imprest Funds

3.12.1.1 As a general rule, refunds should be issued through the established procedures as outlined in Countywide Policies #1202, 1203, and 1205. Where special Refund Accounts exist, refunds must be in compliance with established procedures and subject to review by the Auditor and authorized Department personnel.

3.12.1.2 Requests to establish Special Refund Accounts must be referred to the Auditor for his/her review and recommendations. These requests will then be submitted by the Auditor to the mayor for approval. Once a Special Refund Account has been approved the agency will work with the Treasurer to establish the account as explained in 2.4.1.1. The Account will be regulated in accordance with established procedures for Imprest Funds.

3.13 Check Guarantee Cards for Acceptance of Checks

3.13.1 See Countywide Policy #1301.

3.14 Credit Card Transactions

3.14.1 Any agency authorized to accept credit cards as payment for County services, products or events must contact the County Treasurer for account preparation.

3.14.1.1 Account preparation includes assigning a Merchant Identification Number to the agency

3.14.1.2 The Treasurer will refer the agency to the appropriate depository bank to obtain the Merchant Identification Number for the agency.

3.14.2 It is the responsibility of the County Agency to purchase or lease credit card equipment.

- 3.14.3 It is the responsibility of the County Agency to process credit card transactions in accordance with the Merchant Operating Manual provided by the processing bank.
- 3.14.4 At the end of the day the cashier preparing the deposit will balance credit card receipts against the daily summary report of electronically transmitted activity and against the register tender total for credit card activity (if applicable).
 - 3.14.4.1 Attach the daily report to the cashier's daily balance sheet MPF Form 3.
 - 3.14.4.1.1 The daily report is printed in duplicate.
 - 3.14.4.1.2 Copy one, (white) will be attached to the daily balance sheet.
 - 3.14.4.1.3 Copy two, (yellow) will be supplied to the fiscal officer for monthly reconciliation with the merchant's monthly statement, provided by the bank.
 - 3.14.4.1.4 The merchant sales draft copies will be filed by date in accordance with the Merchant Agreement.

4.0 Cash Disbursements

4.1 General

- 4.1.1 Cash disbursements such as refunds, payments, reimbursements, etc. will not be made from agency revenue receipts. Disbursements may be accomplished only in accordance with the authorized use of imprest funds, imprest checking accounts or the general warrant process. As provided in 2.6.1, cashiers are authorized to advance cash to an authorized employee to make payment for a specific purpose where considered advantageous to the county. Payment will not exceed the authorized amount established by countywide policy for any one transaction. Refer to Countywide Policy #1203.
- 4.1.2 Cash payments may not be made for money orders.
- 4.1.3 The Justice Courts will disburse jury and witness funds with a Jury/Witness Payment Check/Voucher (MPF form 12).
 - a. The check/voucher contains one original and two copies, totaling three receipts.
 - b. The original receipt: the juror or witness receives for their records. The bottom portion is their check.
 - c. Copy one (white): will be forwarded to the fiscal officer of the Justice Courts.
 - d. Copy two (yellow): will be retained by the issuing court.
 - e. Justice Courts fiscal officer will provide forms to courts as needed.

- f. The issuing court should disperse forms to jurors and witnesses in numerical order.
- g. If an error occurs while preparing the check/voucher, void check (do not use white out.)
- h. When voiding a check/voucher place the void stamp or hand write void across the check portion of the check/voucher.
- i. If a voided check/voucher has been signed detach signature portion of check.
- j. A voided check/voucher should be filed numerically with all other check/vouchers.

4.2 Replenishment Vouchers

- 4.2.1 Petty cash and other imprest funds are replenished through the Auditor's Office based on submission of a completed MPF Form 6 (or a similar form developed by the agency) in accordance with County wide Policy #1203.
- 4.2.2 The Agency Cashier will completely verify the cash accountability, including any undeposited collections each time a replenishment voucher is prepared and document such verification on MPF Form 6.

4.3 Petty Cash, Change Funds & Checking Accounts (see Countywide Policy #1203)

4.4 Cashing of Checks and Other Negotiable Instruments

- 4.4.1 Checks may be accepted and/or cashed only in accordance with Countywide Policies #1203 and #1301.

5.0 Overages and Shortages

- 5.1 For transaction shortages, payments with shortages up to an amount to be established by the agency may be considered paid in full when accompanied by a cash short form. Those transactions with shortages greater than the approved amount should be considered partial payments if installment payments have been approved. Otherwise, the payee must be billed for the shortage if the payment was to have been final. If overages occur appropriate steps should be taken to refund the overage consistent with Countywide Policies #1202, 1203, and 1205, or to credit the account of the remitter, if appropriate. Small overages and amounts for which ownership cannot be determined should be deposited consistent with section 3.3, and accounted for as cash over on the MPF Form 3, DAILY CASH BALANCE, and MPF Form 10, CASH OVER/SHORT LOG.
- 5.2 Any overages will be deposited into the agency's depository account and reported on MPF Form 3, DAILY CASH BALANCE, MPF Form 10, CASH OVER/SHORT LOG and on the Monthly Report of Cash Receipts. Shortages will be withheld from the deposit to maintain the change fund at the authorized level and will be reported on the MPF Form 3, and MPF Form 10. MPF Form 10 must be maintained and a copy signed by the immediate supervisor shall be attached to the Monthly Report of Cash Receipts that is sent to the Auditor's Office. A copy of MPF Form 10 and the Monthly Report of Cash Receipts shall be retained by the Agency.

5.3 Records/Archives

5.3.1 Records of Salt Lake County will be retained for such period of time as established in the Utah Code Annotated and in compliance with Salt Lake County Ordinance 2.82, Records Management.

6.0 Exceptions to Countywide Policy #1062

6.1 Sheriff's Office (5/12/94)

6.1.1 Prescribed policies and procedures of the Salt Lake County Sheriff's Office Personal Funds of Prisoners, Bail Funds managed by the Fiscal Division, and Civil Fees (statutorily mandated) of the Court Services Division. It also outlines the account and reviewing procedures necessary to maintain fiscal controls and accountability of such funds that will be followed at all agency offices where such account are maintained.

6.2 Assessor's Office (9/26/90)

6.2.1 Policies and Procedures as prescribed by the Assessor's office. Outlines the accounting and reviewing procedures necessary to maintain fiscal controls.

6.3 Parks & Recreation, Millcreek Canyon Partnership Program (7/92)

6.3.1 Follows Countywide Policy with two exceptions, section 3.7 Deposit Tickets and section 3.8 Deposit of Collection.

6.4 Health Department (5/12/94)

6.4.1 Section 3.7.4.2.2 Preparing deposit tickets.

APPROVED and PASSED this 15 day of July, 2008.

SALT LAKE COUNTY COUNCIL

Michael Jensen, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM

District Attorney's Office Date