



BOISE COUNTY

RESOLUTION #2018-04

A BOISE COUNTY RESOLUTION ADOPTING BOISE COUNTY CASH HANDLING POLICY, AS AMENDED FOR ALL DEPARTMENTS

WHEREAS, the Board of County Commissioners recognizes the need to adopt a uniform policy that addresses the appropriate guidelines for handling cash; and

WHEREAS, the Board of County Commissioners recognizes the need to adopt cash handling procedures that are tailored to the specific operations of each department within Boise County; and

WHEREAS, the Board of County Commissioners recognizes the need for consistency in the documentation of departmental funds submitted; and

WHEREAS, the Board of County Commissioners considers it necessary to establish a specific time frame in which departments must submit their funds on a daily basis, and that all department funds must be submitted to the Clerk's Office between the weekday hours of 8:00 a.m. and 11:00 a.m.; and

WHEREAS, the Board of County Commissioners established a policy setting forth cash handling procedures for each department of the County, including a transmittal template that is used consistently throughout the County for the receipting of funds, and said procedures and template are reflected on the attached Exhibit A and B; and

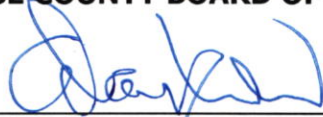
WHEREAS, the Board of County Commissioners recognizes the need for an amendment to the procedures utilized by the Treasurer's Office and the Solid Waste Department;

NOW THEREFORE BE IT RESOLVED, that the Board of Boise County Commissioners does hereby rescind Boise County Resolution #2016-18, and

IT IS FURTHER RESOLVED that Resolution #2018-04, known as the Boise County Cash Handling Policy, be effective as of November 6th, 2017.

APPROVED and ADOPTED in open session this 6th day of November, 2017.

BOISE COUNTY BOARD OF COMMISSIONERS



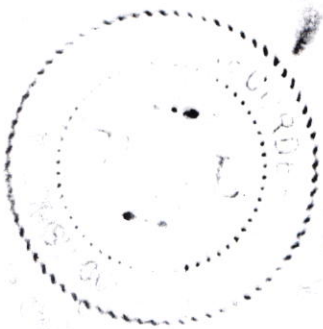
ALAN D. WARD, Chairman



ROGER B. JACKSON, Commissioner



LAURA L. BAKER, Commissioner



ATTEST:



Mary T. Prisco, Clerk to the Board

ACKNOWLEDGMENT OF RECEIPT OF CASH HANDLING POLICY

I, _____ acknowledge receipt of the Boise County Cash Handling Policy, adopted on November 6th, 2017; effective as of November 6th, 2017.

Please initial each statement below if it is true.

___ I understand that it is my responsibility to read and understand the contents of this Policy.

___ I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Policy and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the Policy.

___ I understand that this Policy may be modified without prior notice to me.

___ I understand that should this Policy be modified that I will be provided with a copy of the modification.

DATED this _____ day of _____, 20__.

(Employee)

I, _____, provided a copy (either electronically or by paper) to _____ of the Cash Handling Policy, on this _____ day of _____, 20__.

(Name - Title - Department)