



BOISE COUNTY

RESOLUTION #2018-31

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 Community Justice Department, the Solid Waste Department and the Boise County Court House; and

NOW THEREFORE BE IT RESOLVED, that the Board of Boise County Commissioners does hereby rescind Boise County Resolution #2018-04, and

IT IS FURTHER RESOLVED that Resolution #2018-31, known as the Boise County Cash Handling Policy, be effective as of July 10th, 2018.

APPROVED and ADOPTED in open session this 10th day of July, 2018.

BOISE COUNTY BOARD OF COMMISSIONERS



ALAN D. WARD, Chairman



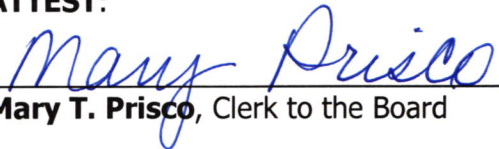
ROGER B. JACKSON, Commissioner



LAURA L. BAKER, Commissioner



ATTEST:



Mary T. Prisco, Clerk to the Board

MONEY HANDLING IN ASSESSOR'S DEPARTMENT:

1. Opening of cash register each morning:
 - Employee 1 counts money from the night before, initials the receipt tape and places money in the register. Also initials spreadsheet kept in safe with opening cash amount.
 - Opening amount should match ending of pervious day cash.
 - Employee counting money in the morning must be different than the employee that counted the night before.
 - Money must be counted at designated desk.

2. Closing of the cash register:
 - At 4:30 pm each night employee 1 closes the register by running the "X" report.
 - Employee 2 counts all money received for that day, and documents funds on the transmittal report. All monies are then placed in a sealed envelope, dated, signed and placed in the safe.
 - The \$25.00 (opening amount for register) is then re-counted, initials receipt tape and places money in money box. Enters closing amount on spreadsheet and initials.
 - Once all monies have been counted and matched up with the state report, employee 1 closes out the register by running "Z" report.

3. Daily transmittal form:
 - Daily transmittal form is to be filled out by employee 1.
 - Both employee 1 and employee 2 must sign the original and copy of the daily transmittal.

4. The safe is to remain locked at all times, with only authorized employees having the safe combination.

5. The register drawer is to remain open at the end of the day.

6. The daily transmittal and deposit are taken to the Clerk's Office by Roll Clerk, Deed Processor or Chief Deputy. If those people are not able to take it to the Clerk's office then the Assessor is the only other authorized person to deliver it to the Clerk. If there isn't an authorized person available, the money and transmittal are to be placed back into the safe.