

Grant County Fire Protection District 3

POLICY AND PROCEDURE

1. NUMBER: 5.2.3
2. SUBJECT: *Cash Receipting*
3. POLICY: From time to time the District receives miscellaneous revenue into the District Office by mail or walk-in. The purpose of this policy is to assure accountability of miscellaneous revenue received.
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3. The purpose of this Policy & Procedure is to assure accountability of funds received.
5. RESPONSIBILITIES:
 - A. The District Fire Chief is responsible for monitoring compliance with these programs and recommending to the Board of Commissioners suggested changes and improvements.
6. PROCEDURE:
 - A. Administrative Assistant is responsible for the following:
 1. All funds will be handled within 24 hours.
 2. Cash/Checks received by the Administrative Assistant will receipt using a number receipt book.
 3. The original receipt shall be mailed/distributed to person(s) company issuing funds.
 4. The second copy of the receipt shall be attached to the checks/cash and given to the District Secretary.
 5. The third copy will remain in the receipt book.
 - B. The District Fire Chief or (designee) is responsible for the following:
 1. Cash/Checks received by mail.
 2. The District Fire Chief (designee) receives the mail.
 3. Checks or cash will be forwarded to the Administrative Assistant for receipting.

C. District Secretary is responsible for the following:

1. The District Secretary will be forward the receipt and attached funds.
2. A transmittal will be prepared and forwarded to the Treasurer.
3. A deposit slip will be prepared and delivered to the District Fire Chief (designee) for deposit to the bank. (checks with be endorsed with the bank stamp)
4. The bank deposit slip will be attached to the transmittal.
5. Each month the receipts will be balanced to the County Report (verify numerical sequence of receipt book numbers).