

Bolivar Peninsula S.U.D.

SUBJECT:
CASH HANDLING

Policy A-03

PURPOSE

This policy is to establish a procedure for employees that handle District cash. The term "District cash" applies to currency, coin, checks, credit, charge and debit card payments, other electronic payment media and other negotiable instruments payable in money to the District.

SCOPE

This policy applies to all District employees that handle District cash.

POLICY

Any District employee who receives District cash in the normal scope and course of his/her duties shall:

1. Immediately deliver the same to the Office Manager or, when so authorized, deposit District cash with a depository designated by the District to the credit of the District. The delivery or deposit must be made within twenty-four (24) hours or the next banking day after receipt unless otherwise authorized by the General Manager.
2. Comply with rules promulgated by the Board of Directors, General Manager and/or the Office Manager for handling and processing District cash and for documentation and dissemination of records, and with internal procedures, established in conformity with the Texas Water Law and District policy.
3. Notify the Office Manager of any shortage or loss of District cash immediately upon discovery. A *shortage* is defined as an unintentional collection error made by a cash handler resulting in less funds collected than credited. A shortage is usually caused by not obtaining physical custody of money or a change-making error. A *loss* is when a cash handler obtains physical custody of District cash and then, due to negligence, theft or natural disaster cannot deposit the District cash with an authorized District depository.
4. Employees are also required to notify the Office Manager of any overage of District cash immediately. An *overage* is defined as an unintentional collection error made by a cash handler resulting in more funds collected than necessary, and the excess funds cannot be immediately returned to a specific customer.
5. The Office Manager is to provide a report to the General Manager after investigating the overage, shortage or loss. The General Manager will determine if a police report should be obtained and/or if disciplinary action should be taken.
6. Employees handling District cash are required to be bonded and are required to receive training, provided by the District, in proper cash handling procedures and District policy.
7. All employees authorized to handle District cash have custodial responsibility of the District cash until it is deposited or transferred to the Office Manager.
8. An employee's ability to handle District cash will be reflected in his/her annual evaluation.

COMPLIANCE

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action. Violations of this policy will be reported to the General Manager immediately.

**CASH HANDLING
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APPROVED AND EFFECTIVE ON _____, 2003.

President

Secretary

Page
1 of 1