

# BODEGA BAY FIRE PROTECTION DISTRICT

<b>STANDARD OPERATING GUIDELINES</b>	Article: 1	SOG # 7-1
	References: Sonoma County ACTC	
	Subject: Cash Handling Policy	

## 7. Cash Handling Procedures

### 7.1. Funds Received

- 7.1.1. Cash will be accepted from BBFPD customers for payment of EMS fees, fire service fees, copies, faxes, or other services.
- 7.1.2. Mail is to be opened promptly and distributed by the Administrative Assistant.
- 7.1.3. All checks, money orders for EMS fees will be promptly forwarded to the EMS Billing Agent; all other checks, money orders and cash are promptly logged into the District's financial system maintained by the Administrative Assistant and then given to the Fire Chief for processing these receipts. The Administrative Assistant will restrictively endorse the back of any checks received prior to distributing to the Fire Chief for deposit.
- 7.1.4. The Administrative Assistant will log in-coming cash into a pre-numbered duplicate Cash Receipts book. A pre-numbered receipt will be issued or mailed to issuer of cash by the Administrative Assistant., preferably at time of receipt.
- 7.1.5. Documentation for receipts in the form of printouts from the District's financial system is provided with the checks/cash when forwarded to the Fire Chief for processing and deposit.
- 7.1.6. Funds awaiting bank deposit are kept in a locked file/safe with access limited to staff designated by the Fire Chief.
- 7.1.7. The Fire Chief verifies the checks and cash to documentation received, and prepares deposit for delivery to the County of Sonoma.
- 7.1.8. Checks are deposited weekly to the District's financial institution (County of Sonoma). The Administrative Assistant is responsible for processing the deposits at least once per week. The Fire Chief shall process the deposits in the event the Administrative Assistant is unavailable.

Date: 10/10/17	Approved: Chief:  Board: 	Page 1 of 4
-------------------	---	-------------

# BODEGA BAY FIRE PROTECTION DISTRICT

<b>STANDARD OPERATING GUIDELINES</b>	Article: 1	SOG # 7-1
	References: Sonoma County ACTC	
	Subject: Cash Handling Policy	

7.1.9. Cash deposits are made as needed. The Fire Chief or his/her designee transports the deposit in a locked deposit bag to the County of Sonoma.

The Fire Chief keeps a log of all deposits that are made using deposit permits. The check copies and documentation from the financial system are attached to the deposit permit as well as the County's deposit confirmation receipt.

7.1.10. The deposit is entered into the accounting system by the Fire Chief and then filed in chronological order into a Cash Receipts file/folder for the month.

7.1.11. At the end of the month, the Fire Chief totals all payments entered into the financial system verifying that all bank account totals add up to total funds received for the month and then prints out the log, retaining one copy, for the auditors, and forwarding a second copy to the County Treasurer to verify against the deposits listed on the bank statement(s).

## 7.2. Receipt Books

7.2.1. Receipt books are assigned by the Fire Chief to the Administrative Assistant and other District staff that may receive payments.

7.2.2. The staff is responsible for safeguarding the receipt book.

7.2.3. Receipt Books must be kept in a secure place at all times.

7.2.4. Receipt Books consist of three-part, pre-numbered forms. They should be used in numerical order and filled out completely. The original is to be given to the person (customer) from whom funds have been received. The second copy (yellow) is to be attached to the check or cash collected and given to the Administrative Assistant for processing. The third copy (pink) is to remain in the receipt book.

7.2.5. Receipts may be voided, but the pink copy of any voided receipt must remain in the book.

Date: 10/10/17	Chief:  Board: 	Approved:  Page 2 of 4
-------------------	--	------------------------------

# **BODEGA BAY FIRE PROTECTION DISTRICT**

<b>STANDARD OPERATING GUIDELINES</b>	Article: 1	SOG # 7-1
	References: Sonoma County ACTC	
	Subject: Cash Handling Policy	

- 7.2.6. The receipt book should be reviewed against either the monthly bank statement or Cash Receipts log to assure all cash received was recorded and deposited.
- 7.2.7. When all the receipts are used, the book must be returned to the Fire Chief or other designee who will issue a new book.

### **7.3. Petty Cash**

The purpose of a Petty Cash Fund is to facilitate small purchases or reimbursements needed in the day-to-day operations of the organization, without going through the check writing process.

The limit for the petty cash fund is set by the Board of Directors (\$500).

- 7.3.1. Petty cash is kept in a locked box and secured in a locked filing cabinet, safe or locked desk. Only the Fire Chief and Administrative Assistant will have keys to the box.
- 7.3.2. Disbursements of up to \$100 may be made from the petty cash fund for miscellaneous expenses. Disbursements in excess of this may be made with prior approval of the Fire Chief.
- 7.3.3. If funds are requested to make a purchase, purchaser must complete a Petty Cash receipt for the amount of funds received prior to Fire Chief or Administrative Assistant providing the requested funds.
- 7.3.4. The purchaser must submit receipts for all purchases to the custodian of the fund, including change if funds were requested prior to purchase. In the case of a lost receipt, the Fire Chief or Board of Directors may approve a disbursement based on a memo describing the item and cost.
- 7.3.5. The Fire Chief or Administrative Assistant will ensure that the petty cash slip is properly completed and a proper receipt is attached.
- 7.3.6. The Fire Chief or Administrative Assistant will ensure that the petty cash box contains receipts and cash totaling the amount of the fund at all times.

Date: 10/10/17	Approved: Chief:  Board: 	Page 3 of 4
-------------------	---	-------------

# **BODEGA BAY FIRE PROTECTION DISTRICT**

<b>STANDARD OPERATING GUIDELINES</b>	Article: 1	SOG # 7-1
	References: Sonoma County ACTC	
	Subject: Cash Handling Policy	

- 7.3.7. Any irregularities in the petty cash fund are reported immediately to the Fire Chief.
- 7.3.8. Loans will not be made from petty cash funds.
- 7.3.9. Requests to replenish the fund are completed by the Administrative Assistant and approved by the Fire Chief. Petty cash replenishment shall come from the normal warrant request process from the Operating Budget.
- 7.3.10. The Fire Chief will periodically make unannounced checks of petty cash. A "Cash Box Balance Sheet" spreadsheet is maintained by the Administrative Assistant. It is completed each time the cash box is checked to insure there are no irregularities. The Balance Sheet shows the beginning cash count, income/expense receipts, ending cash count. Irregularities will be addressed immediately.

## **7.4. Security Controls**

- 7.4.1. Outer office doors will be locked when the office is not in use. Other security measures are contained within or already stated.
- 7.4.2. Due to the small amounts of cash on hand further security measures are not needed. Security measures will be evaluated on an as needed basis or biennially, whichever occurs first.

## **7.5. Fraud**

- 7.5.1. All fraudulent activities (suspected or discovered) will be fully investigated; either internally or externally with the help of law enforcement.

Date: 10/10/17	Chief: Approved: Board: 	Page 4 of 4
-------------------	---	-------------