

BIRCH RUN TOWNSHIP

AR #2017-02

RECEIPTING & DEPOSIT POLICY

Authorization to receive cash:

The following position are authorized to receive payments:

- Treasurer, Deputy Treasurer
- Office Manager
- Water Department Personnel
- Clerk, Deputy Clerk

Cash Drawers:

The Township Treasurer shall maintain a cash drawer fund to exchange currency in order to make change for cash financial transactions.

Acceptable methods of payments:

- United States Dollars (USD) Cash
- Personal Check – unless NSF limit has been reached
- Money Order / Cashier's Check
- Credit / Debit Card / E-Check
- ACH (Automatic Clearing House) Draft

Non-Sufficient Funds:

In the event that the township receives a personal check and it is returned non-sufficient funds by the same customer/resident two or more times, this customer/resident will need to pay using Cash, Money Order, Cashier's Check, or Credit/Debit Card.

Petty Cash:

The Township Treasurer shall maintain a petty cash fund of \$100 for cash receipting, \$100 for utility billing, \$100 for tax collection, and \$100 for incidental expenses. Petty cash will be verified with all departments monthly.

Receipting of payments:

The Treasurer and/or Deputy Treasurer are responsible for all receipts. All transactions shall be entered into BS&A software "Cash Receipting" or "Tax.Net". In the event Cash Receipting software is not functional, written receipts will be issued out of the pre-numbered receipt book in the office. These shall be later entered into the Cash Receipting software. The software records the amount paid, name of the payer, bank deposited to, and the name of the staff member receiving payment. It also prints a receipt and stamps the checks "for deposit only". In the event that a written receipt is necessary, this same information should be printed and checks shall be manually stamped. Checks returned for non-sufficient funds, closed accounts or any other reason shall be forwarded to the Treasurer for reconciling.

Cash Receipting Report:

A cash receipt report (Receipt Register) shall be run, at minimum, two times per week. A cash receipt report shall contain the detail of the transactions and a summary by general ledger line item and shall agree with the period's deposits.

Deposit Procedure:

Total monies collected shall be reconciled to the sum recorded on the Receipt Register report. Deposits shall be made intact; there are no reductions to the deposit made for expenditures, nor shall there be overages that aren't accounted for (refer to Over/Under Policy). Deposits shall be made in conjunction with Receipt Report. Each cash register must be closed out or cleared every time a deposit is made, and brought back to the \$100 petty cash starting amount. Cash drawers must be placed in the safe, in the vault at the end of every day.

Tax Distribution:

Tax distributions shall be made in accordance with ~~the law~~ MICHIGAN DEPARTMENT OF TREASURY'S STATUTORY TAX COLLECTION DISTRIBUTION DATES. More frequent distributions are at the discretion of the Treasurer.

Adopted: June 13, 2017

Revised: July 11, 2017

Corey Trinklein, Clerk
Birch Run Township