

# NORTH WHATCOM FIRE AND RESCUE

## FIRE DISTRICT POLICY AND PROCEDURE

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**Number:** 0500.0003.00

**Date:** 8/06/09

**Area:** Financial Management

**Page:** 1 of 3

**Subject:** Cash Receipting

**Approved:**

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### 1.0 General

North Whatcom Fire and Rescue is committed to ensuring that sufficient controls are established to provide reasonable assurance that NWFR funds are properly safeguarded and errors or irregularities are prevented and/or detected in a timely manner.

### 2.0 Purpose

The purpose of this policy is to establish guidelines and clarify the policies and procedures for the receipting of "cash" which includes checks, money orders, currency, and coin, on behalf of NWFR.

### 3.0 Scope

This policy applies to all fire district members who are involved in the receipting of cash received/collected on behalf of NWFR.

### 4.0 Policy

All cash received by the District shall be handled in accordance with these procedures to maintain adequate records and reliable safeguards in the collection of all cash and to establish individual accountability in the receipting of the cash collected on behalf of NWFR.

#### 4.1 Definitions

*Cash:* Checks, money orders, currency, coin

*ACH Payment:* Electronically transferred revenue

### 5.0 Procedures

#### 5.1 Cash Transactions

Each transaction shall include the following reliable safeguards:

- 5.1.1 A receipt must be issued when revenue is received. The receipt must include the following information: date of receipt, source of cash received, method of payment (currency and coin, money order, check) dollar amount received, reason for payment and signature of cashier.

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**Cancels: New**

**Revised:**

**Reviewed:**

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- 5.1.2 If an original receipt is voided, the original and any copies of that receipt must be retained.
- 5.1.3 If revenue is in the form of a check or money order it shall immediately be endorsed upon receipt. This endorsement shall include the district name, name of bank and bank account number.
- 5.1.4 All checks or money orders shall be copied.
- 5.1.5 All cash collections shall be kept in a locked drawer.
- 5.1.6 All cash received shall be deposited within 24 hours of receipt.
- 5.1.7 All deposits shall be deposited in the order of the receipt number generated when cash was received/collected.
- 5.1.8 Someone other than the individual who receipts cash, issues receipts, and prepares deposits, shall confirm the deposit calculations are accurate and initial the deposit book.
- 5.1.9 The following items shall be attached together and filed in order of receipt in the appropriate file:
- Copy of Peachtree document – a printout produced after information is posted the NWFR Peachtree Accounting System
  - Treasurer Book Transfer Receipt
  - Copy of the NWFR receipt
  - Any other document that pertains to the deposit
- 5.1.10 Cash collected may not be used as petty cash for making minor purchases or for issuing refunds.
- 5.1.11 All December receipts must be deposited before the last day of the month to ensure proper cut-off for the fiscal year.

### **5.2 Third-Party Cash Receipting**

- 5.2.1 A third party who collects funds on behalf of NWFR is responsible for sending a Treasurer Book Transfer Receipt to the Whatcom County Treasurer's Office when the money is ready to be moved.

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5.2.2 They shall then fax a copy of the Treasurer Book Transfer Receipt to the NWFR office.

5.2.3 Once the money is transferred to the 721EXCA account, the Whatcom County Treasurer's Office will then forward a copy of the Treasurer Book Transfer Receipt to the NWFR office.

5.2.4 NWFR shall then issue a receipt for the amount of the transfer and forward the receipt to the NWFR Business Manager who will post the deposit into the accounting system.

5.2.5 The following items shall be attached together and filed in the appropriate file:

- NWFR receipt
- Third party Treasurer Book Transfer Receipt
- Treasurer Book Transfer Receipt sent to NWFR from the Whatcom County Treasurer's Office
- A copy of the Peachtree receipt document

### 6.0 Control Mechanisms

6.1.1 The individual who receipts cash, issues receipts, and prepares deposits shall not be the same person who initials the deposit book, deposits cash or posts a deposit to the accounting system.

6.1.2 The Business Manager shall be responsible for reviewing this policy whenever necessary, but in no instance shall such review be less than annually.

Approved:	
	Chairman, Board of Fire Commissioners North Whatcom Fire and Rescue
Date:	

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**Cancels: New**

**Revised:**

**Reviewed:**