



# Santa Cruz Consolidated Emergency Communications Center

495 Upper Park Road  
Santa Cruz, California 95065  
(831) 471-1000 Fax (831) 471-1010

**9-1-1** FIRE  
POLICE  
MEDICAL



Scotty A. Douglass  
General Manager

## COMMUNICATIONS ADMINISTRATIVE POLICY/PROCEDURE

**Policy No. 380**

Date Issued: August 4, 1994

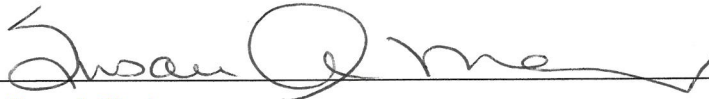
Section: 300 – Fiscal Policies

Date Revised: October 29, 2009

Accreditation Standards: CALEA 2.4.6

**SUBJECT: CASH AND CHECK HANDLING**

APPROVED:

  
Board Chairperson

- 1.0 The Authority receives cash and checks from various sources, including but not limited to, Member and User agencies, attorneys, citizens, miscellaneous government agencies, and citizens. The General Manager or his/her representative has the authority to receive cash or checks for the Authority.
  - 1.1 Checks will be endorsed when collected or received.
  - 1.2 Sequentially numbered receipts will be prepared at the time the cash or checks are collected or received.
  - 1.3 Collected monies will be kept in a locked cash box within the Administrative Offices until deposited.
  - 1.4 Strict accounting of all cash and checks handled shall be maintained including a balance sheet, ledger, or other system that identifies initial balance, credits, debits and the balance on hand.
  - 1.5 Cash or checks totaling more than \$5,000 will be deposited within three (3) business days of their collection.
  - 1.6 Business days are determined based on actual days when the Authority's Front Office is staffed and open to the public. Otherwise, business days will not be counted when determining adherence to section 1.5 of this policy

- 2.0 All cash and checks will be deposited with the Santa Cruz County Treasurer's Office.
  - 2.1 Strict accounting of all cash and checks handled will be maintained. Deposits will be recorded in a Deposit Log that is maintained in the Administrative Offices.
    - 2.1.1 The Deposit Log is a balance sheet that identifies initial balance, credits, debits, and the balance on hand.
    - 2.1.2 At a minimum, a quarterly accounting will be made of all cash received.
  - 2.2 Receipt copies shall be attached to the deposit affidavit and maintained with Authority records.
    - 2.2.1 Copies of all voided receipts will be kept with deposit documentation and maintained with Authority records.
    - 2.2.2 Management will periodically review voided receipt records and deposit records.