

DRAFT

TO: All Departments
FROM: Finance Director Weber
RE: Departmental Money Collections

Effective Tuesday morning May 27th, the money bags that contain your departments daily receipts of cash and checks are to be handed to the Finance Departments receptionist on the second floor of city hall before 11:00 AM each day. They are not to be placed somewhere unattended or dropped off with anyone else who works at city hall.

The receptionist will then record the particular money bag (which will now be numbered) and who brought it to her.

If there is no one at the Finance Department reception desk in the morning, please wait a few minutes for their return. We plan to have someone assigned to that desk every morning. If we can't assign someone, we will have a sign there informing you what to do.

The receptionist will count the money and record it on her log with the bag number and name of person who brought it to her. If it does not balance with your departments remittance report, the responsible person in your department will be contacted to resolve the discrepancy.

Please remember that section 9.38 of the Ohio Revised Code requires the deposit all collections within 24 hours of their receipt.

Income Tax Division Procedure for Preparing Deposits

Terri will prepare one deposit daily (all checks and cash).

All cash received from a taxpayer in person needs to be receipted by tax division staff. The cash, receipt and backup will then be given to Terri to be included in the daily deposit. Checks received will also be given to Terri with backup.

All items related to the deposit will be posted in the system by Terri. The system batch total for the day should balance with the amount on the deposit slip. The original and the copy of the deposit slip will be sent to the bank and the copy will be returned to city hall in the deposit bag.

Exception - Once a month a second deposit will be made for the check from Keith D. Weiner & Associates. Kim will post these payments into the system and will prepare a separate deposit slip and give it to Terri to put into the deposit bag. The original and the copy of the deposit slip will be sent to the bank and the copy will be returned to city hall in the deposit bag.

As soon as the deposit is ready to go (no later than 2:30 p.m.), Terri will give it to the person going to the bank.

Note: The monies collected should not be left unattended. If you leave your area, secure these items.

There will be five (5) five people (or their backup) who take turns going to the bank.

Monday -	Barb/Cheryl (Finance)
Tuesday -	Kim (Tax)
Wednesday -	Carol (Tax)
Thursday -	Michele (Tax)
Friday -	Terri (Tax)

Before leaving the bank, compare the duplicate deposit slip (for each deposit made) to the receipt from the bank teller and make sure they match. In the event they do not match, notify the teller who should correct the error.

When the bags are returned to City Hall, the Finance bag should be given to Barb. The Income Tax deposit bag and lock box bag should be given to Terri. On the day there is a Keith D. Weiner & Associates deposit, the copy of the deposit slip and the receipt from the bank should be given to Kim.

June, 2006

RECEIVING DAILY DEPOSITS

Each Department that receipts monies brings their daily deposits to the Receptionist/Clerk's desk between 8:00 am and 11:00 am. Each deposit bag is numbered and the person delivering the deposit signs in on the attached example "Money Bag Receipt Log". The Clerk counts said monies making a tape, dates and initializes that tape, verifies that said monies match their deposit worksheet, initials "Money Bag Receipt Log" in the received by column, indicates dollar amount deposited in amount column, marks Y (Yes) or N (No) indicating a match or not. The Clerk then delivers deposit bag to the Finance Director's Secretary. If the Receptionist/Clerk is not available there are three back-up personnel in place to count the monies. If the deposit does not match for any reason the deposit is rejected and returned to that department via the delivery person for corrections.

Cheryl Buller - Receiving monies

From: Sue Stabilla
To: Allyne Zamcheck; Amy Zajac; Barb Janca; Carol Kraynak; Cheryl Buller; Jeannie Devereaux
Date: 1/26/2007 3:18 PM
Subject: Receiving monies
CC: Bill Weber

In an attempt to keep us all on the same page and use written procedures (as recommended by our auditors), please follow these guidelines when accepting payments in person at City Hall.

1. All payments (cash and checks) received in person will have a receipt issued. There are receipt books at the main reception area and at Barb's desk.
2. The only monies that should be received at the main reception area should be beautification monies (the Cat's Meow Village, etc.).
2. Amy will handle receipting sewer bill monies. Please call her and send the person to the Finance Reception area. (unless, at your discretion, you feel someone needs to meet them at the main reception area). If Amy is not available, please call Barb or Sue.

If there are any problems with this procedure, please let me know.

Thanks

Sue