

DUPAGE TOWNSHIP MONEY-HANDLING AND PETTY CASH POLICY

This Money Handling and Petty Cash Policy (“Policy”) is to provide guidance to ensure proper and consistent policies for all employees that handle any financial or petty cash transactions on behalf of DuPage Township.

PURPOSE

The purpose of this Policy is to provide procedures to accept, store, deposit, document and to transport cash or checks safely and maintain records for each and every financial transaction within the Township. Each and every department is expected to provide secure surroundings for all employees who handle these types of transactions. All Township Employees shall receive this Policy and shall execute the acknowledgement and agreement to adhere to same.

All employees who handle any financial transactions are responsible for ensuring accurate record keeping and to administer an efficient process for customer payments, making change, or accepting cash, checks, credit card or debit card transactions, and shall safeguard all Township funds against loss.

GENERAL PROCEDURES

1. All payments shall be kept in a locked/combo safe, lockbox or cash register during business hours.
2. The cash register, safe, or lockbox shall be kept in a locked file drawer or cabinet during non-business hours.
3. Access to the cash register, safe, or lockbox shall be limited to only those designated employees who have approved access from the Supervisor. It is their responsibility to make sure that the funds are locked when they are at lunch or on break.
4. The cash should be separated according to denomination and should face the same direction and all coins shall be separated.
5. Checks should be separated from the cash and recorded on a Check Receipts Log.
6. Credit card receipts and debit card receipts should be kept separate. Credit card numbers shall never be written down and stored for any reason and the credit card machine shall remain locked up during non-business hours.
7. All cash and checks must be deposited no less than on a weekly basis.

CASH COLLECTION PROCEDURES

All cash shall be counted at the end of each day by two (2) of the employees designated by the Supervisor and recorded on a Cash Receipts Log, Spreadsheet or on My Senior Center software that summarizes the name of the individual who paid, the date, amount and reason for the cash payment. The Cash Receipts Log or Spreadsheet should be signed and verified by two (2) employees before depositing the funds. A receipt for any cash must be maintained by the Township and a copy of the receipt must also be tendered to the individual. A copy of the daily Cash Receipts Log or Spreadsheet must be forwarded to the Coordinator of Human Resources Department on a daily basis.

CHECKS COLLECTION PROCEDURES

All checks shall be made payable to "DuPage Township". A numbered receipt for any check must be maintained by the Township and a copy of the receipt must also be tendered to the individual.

Any individual or organization presenting checks should have a valid state issued identification card. The Township shall not accept any "starter" checks, or any checks that have been altered in any way.

The checks shall be recorded in a Check Receipts Log, Spreadsheet or on My Senior Center software that summarizes the name of the individual who paid, the date, amount and reason for the payment. All checks shall be photocopied along with the deposit slip for the banking institution and the Check Receipts Log or Spreadsheet should be signed and verified by two (2) employees before depositing the checks. A copy of the Check Receipts Log or Spreadsheet must be forwarded to the Coordinator of the Human Resource Department on a daily basis.

CREDIT CARD ERRORS/REFUNDS

All credit cards transactions shall be recorded in a Credit Card Log or on My Senior software. All credit card transactions must be forwarded to the Human Resources Coordinator on a daily basis.

If a credit card payment was processed in error or for the wrong amount of money, the error must be corrected immediately and documented.

If the individual changes their mind after a credit card payment has been processed, then the transaction should be VOID, IF THE SAME DAY, or if the individual changes their mind on a different day, a REFUND needs to be issued back to the individual's credit card. ALL CREDIT CARD TRANSACTIONS MUST BE REFUNDED BACK TO THE ORIGINAL INDIVIDUAL'S CREDIT CARD. The only exception to this procedure is if the individual's credit card is no longer valid and then a check will be issued to the individual from the Township.

RESPONSIBILITY

It shall be the responsibility of the Levy Senior Center Employees to submit all Cash, Checks, and Credit Card information (and all associated logs) to the employees designated by the Supervisor on a daily basis. The employees designated by the Supervisor will make at least one weekly deposit and shall further provide deposit slips and Excel Spreadsheet to the Human Resource Coordinator on a weekly basis.

PETTY CASH GUIDELINES

A Petty Cash Fund (the "Fund") request shall be made to the two (2) employees designated by the Township Supervisor. The petty cash request shall state the name of the person, the reason and the amount. The individual making the request shall provide the employees of the Fund with receipts for the amount of the request.

The balance of the Petty Cash fund shall be \$60.00, or another amount designated by the Supervisor of the Township. The Petty Cash Fund may not be used for personal loans, cashing checks or for salaries of employees or any other individuals.

Petty cash requests should only be made for small amounts. The Fund is not intended for large payments or frequent payments that should be made in accordance with the other applicable Township policies and procedures, in addition to all State law requirements.

In order to replenish the Petty Cash Fund, the designated two (2) employees of the Fund shall deliver an accounting of what the funds were used for and receipts to the Coordinator of Human Resources Department. No other funds from any source can be added to the petty cash fund by any individual within the Township.

SENIOR CITIZEN ACTIVITIES

All senior activity fees (i.e., bus trips, outings, food, luncheons, etc.) shall be paid directly to the two (2) employees designated by the Township Supervisor rather than the Senior Citizen Coordinator to ensure that all monies are collected in one Department of the Township.

Approved and adopted by the Township Board of DuPage Township, Resolution Number 19-17 on July 16, 2019;

Modification approved by the Township Board of DuPage Township on November 19, 2019

ACKNOWLEDGEMENT AND AGREEMENT

I, _____ (EMPLOYEE NAME),
acknowledge that I have read and understand the Money-Handling and Petty Cash
Policy of DuPage Township. I agree to adhere to these policies and will ensure that
employees working under my direction adhere to this Policy. I understand that if I
violate the rules set forth in this Policy, I may face disciplinary action, up to and
including termination of employment.

NAME: _____

SIGNATURE: _____

DATE: _____