



Enriching Lives & Connecting Communities

Cash Handling Procedures

Finance
Policy No. 9030

Policy Date: April 29, 2014

Policy Statement

Richland County Recreation Commission receives several forms of payments for services rendered throughout the organization. The organization's goal is to establish a standardized procedure to minimize the risk of financial loss, poor customer service, compliance issues, and fraud. The system of internal controls is necessary to reduce risk and includes accountability, performance level monitoring, and balancing to ensure all transactions are recorded in an accurate, timely manner.

PROCEDURES:

I. Receipt all money received

A. Receipts are generated by the RCRC Financial Database

II. Make deposits daily

A. Cash

1. When receiving cash store cash in a secure safe place until deposited.

B. Checks

1. RCRC does not accept two-party checks.
2. RCRC does not cash personal or payroll checks.
3. Personal checks will be accepted for the amount of sale only.
4. RCRC does not accept "Starter Checks" (i.e. checks given to a bank customer when an account is opened).
5. RCRC does not accept any checks from patrons if their name is listed on the returned check list.
6. RCRC does not accept post-dated checks or hold checks for any reason.
7. A physical address must be on the check. Post Office boxes are not a sufficient address when accepting a check.
8. The patron's birth date and driver's license number must be listed on the check.
9. **After two returned checks, patrons will NOT be allowed to pay for any RCRC services by check. Only another guaranteed form of payment will be accepted, i.e. cash, money order, debit or credit card.**

C. Money Orders/Cashier's Checks

1. Accept money orders and cashier's checks like cash, but on the deposit ticket list as a check.

D. Debit/Credit Cards

1. Process all credit card/debit card payments through FirstData Payment Gateway.
2. The sale can only be for the purchase amount.
3. The owner of the card must be present.
4. A driver's license should accompany the credit/debit card to verify the owner.

III. Deposits are only made with RCRC deposit bags and deposit slips provided by the Finance Department.

See Attachments for detailed information.

- **Attachment A** Facility Operations Staff Cash Handling Procedures

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: April 29, 2014
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.

I. PAYMENTS TAKEN AT SITES

1. Methods of payment are Cash, Check, Money Order, Cashier's Check, and Credit/Debit Card.
2. All payments are due before services are rendered
3. Receipt all payments using the RCRC financial database
4. Deposit all monies into the RCRC bank account

A. Cash

- When receiving cash, store cash in a secure safe place until deposited

B. Check

- Staff will not accept two-party checks*
- Staff will not cash personal or payroll checks*
- Personal checks will be accepted for the amount of sale only*
- Staff must make sure the check is filled out correctly. The check should have the current date and be made payable to RCRC. The numeric dollar amount and the written dollar amount should match. The check should be signed by the check writer whose name and address is pre-printed on the check. Staff must write the check writer's driver license number/State issued/and date of birth in the memo section of the check. A check is a legal document, so have the patron write legibly
- A Post Office box number is not a sufficient address; please obtain the current physical address of the check writer.
- "Starter Checks" (i.e. checks given to a bank customer when an account is opened) will not be accepted.
- Before accepting a personal check, staff must review the Return Check List and the Permanent name listing . . .unpaid old return checks to insure the patron does not have an outstanding returned check. If the patron's name is one on these lists either, he or she may not participate in any program until payment is received by the Finance Department at Parklane Road.
- Please do not accept a post-dated check or hold a check for any reason
- Patrons who are listed as re-deposit, on the return check list, may continue with participation, but must pay in cash until the return check has cleared or is returned unpaid.
- If the check writer makes a minor mistake writing the check it should be scratched out once and initialed by the check writer, if it is a major mistake the check should be voided.
- **After two returned checks, patrons will NOT be allowed to pay for any RCRC services by check. Only another guaranteed form of payment will be accepted, i.e. cash, money order, debit or credit card.**
- Any exceptions must be approved and so noted by initialing the back of the check. Persons authorized to approve exceptions are the Executive Director, Assistant Executive Director, or a Division Head depending on the nature of the check. Persons approving exceptions may be held responsible if the check cannot be collected.

C. Credit/Debit Card

- Process all credit card/debit card payments through FirstData Payment Gateway
- The sale can only be for the purchase amount
- The owner of the card must be present

- A driver's license should accompany the credit/debit card to verify the owner
- All credit cards are processed online with First Data via <https://secure.linkpt.net/lpc/servlet/LPCLogin>
- Each site has a login and a password.
- Each site is only authorized to process a sale transaction.
- The finance department will be responsible for issuing any credits.
- See attachment 3.5 for complete instructions on processing credit card transactions.

D. Money Order/Cashier's Check

- A money order will be received like cash, but listed on the deposit ticket like a check.

E. Receipts

- Enter the primary member (person paying) name, address, phone, e-mail and driver's license number.
- Enter the Family member (person attending) name.
- Enter the payment information; the begin and end date of the class, the class name, the quantity or hours, the amount of the class, the payment date, the type of payment, the check number if applicable, and the amount paid.
- Print (2) copies of the receipt, one for the patron and one for the site. See deposits for storage of receipts. See attachment 2.5 for direction on the cash receipts database.
- If the database or computer is down then you must write a manual receipt. (See attachment 2.8)
- Once the system is up then put your manual receipt into the database and reference the manual receipt number in the RCRC financial database

F. Deposits

- Deposits are to be made daily. No money should ever be left at the site
- Enter all the information on the bank deposit ticket as follows: cash, check number, last name on the check and total it. Each employee must initial the deposit ticket, write the bag number on the deposit ticket, and check it twice to make sure there are no errors.
- Stamp all the checks with the endorsement stamp.
- Put all cash, coins, and checks in the deposit bag with the white copy of the deposit ticket. Fill out the information on the bag such as the site, the site number, the date, and the amount of the deposit. It is important to only bags and deposit tickets furnished by RCRC finance.
- At the end of the night, complete the deposit reconciliation report from the database by balancing the deposit to the database. Take the yellow copy of the deposit ticket and staple it to the reconciliation report, file all daily receipts behind the reconciliation report and file it in a binder monthly. (See Attachment 2..6 and 2.7.)

- Bank deposits: One has the option to make a night drop deposit the same day of taking the deposit or making a counter deposit the following day. Counter deposits must be made by 2:00 pm the following day. Late deposits will be reported to your supervisor each month using the cash receipts audit reports. The deposit log: Before making the deposit, complete the deposit log form by entering the bag number, the bank branch, the person who completed the deposit, the person who took the deposit to the bank and the amount of the deposit. (See Attachment 2.9)

