



SECTION: IC
TOPIC: DEPOSITS 01
GENERAL
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: DEPOSIT OF AGENCY RECEIPTS

Deposit procedures have been developed in an effort to reduce errors and provide a consistent level of control and accountability across departments.

Standardization of deposits made with the Dane County Treasurer will permit more efficient and accurate processing of departmental proceeds.

END OF NARRATIVE



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It shall be the policy of Dane County to require all agencies receiving funds on behalf of the County to deposit those funds either: 1) Every five (5) working days **OR**; 2) When receipts exceed \$5,000, whichever occurs first. Deposits are made directly to the Dane County Treasurer's Office, with the exceptions of the Alliant Energy Center of Dane County and the Airport which remit funds directly to the bank via an authorized courier. Validated deposit slips are forwarded to the Treasurer's Office from the bank for these offices.

The term "receipts" shall include cash, checks, money orders or other cash-like instruments tendered for payment of a debt owed to Dane County. Departments must maintain a cash receipts journal which indicates each cash item received.

Deposits containing cash are required to be made in person whenever possible. If such deposits cannot be made in person, interdepartmental mail, with use of the proper forms, will be permitted.

All deposits must be presented to the office of the Dane County Treasurer. Deposits must be received no later than 12:00 P.M. (Noon).

All deposits shall be accompanied by a Dane County Remittance Advice (Form 014-31), which has been correctly completed. Deposits will be returned that do not contain balancing tapes attached to the Remittance Advice Form. Deposit forms or attachments will not be revised due to errors or omissions made by submitting departmental staff without prior written authorization from the submitting department management staff. Agencies may request to use a form different than specified herein, however, any modification of the standard form must be approved in writing by the County Treasurer prior to implementation.

All checks or check-like instruments received by Dane County agencies must be restrictively endorsed at the time of receipt. No checks will be accepted for deposit by the Treasurer without a restrictive agency endorsement.

All deposits must be recorded in a deposit cash receipts journal which differentiates cash and check items. Entries in this journal must be reconciled against deposit receipts within five (5) working days after receiving a receipt to ensure that all funds deposited have been accounted for. Staff preparing deposits shall not perform the reconciliation of deposit receipts with the deposit/cash receipts journal.

This policy shall be effective for all Dane County agencies, unless specifically modified by the Personnel & Finance Committee of the Dane County Board of Supervisors.

END OF POLICY



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Forms Needed:

Remittance Advice 014-31(12/84)

RESPONSIBILITY

Agency

ACTION

1. Segregate cash from checks.
2. Arrange cash by denomination with all bills facing in the same direction.
3. Completes Dane County Remittance Advice:
 - a. Enter Agency Name in box 1.
 - b. Enter Organization Name (if appropriate) in box 2.
 - c. Enter the number of this deposit in box 3. (ex. if last deposit from agency was number 2, this would be number 3).
 - d. Print the name of the person preparing the Remittance Advice in box 4.
 - e. Enter the date the Remittance Advice is being prepared in box 5.
 - f. Enter the page number being prepared and the total number of pages in box 6.
 - g. Enter the account title assigned by Controller's Office in column 7.
 - h. Enter the County Revenue Account Number assigned by Controller's Office in column 8.
 - i. Enter the name of the person or agency from whom the funds were received in column 9.
 - j. If funds received as a check, enter check number in column 10.
 - k. If funds received as a check, enter date of check in column 11.
 - l. If funds received as a check, enter the amount of the check in column 12.
 - m. If funds received as cash, enter the amount of cash received in column 13.
 - n. Add amount received in checks and cash for this source and enter in column 14.



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RESPONSIBILITY

ACTION

Agency

3. (continued)
 - o. If entry is last item to be deposited go to (p). If more entries are to be made repeat from "g".
 - p. Add all entries in column 12. Enter the total in box 15.
 - q. Add all entries in column 13. Enter the resulting amount in box 16.
 - r. Add boxes 15 and 16. Enter the resulting amount in box 17.
 - s. If more than one Remittance Advice page has been prepared for this deposit, enter the amount from box 19 of the prior page in box 18 of the current page (i.e. from page 2 to page). If this is the only page required, leave this box blank.
 - t. Add the amounts in box 17 and 18. Enter the resulting amount in box 19.
 - u. If this is the last page required for this deposit go to (2). If not the last page of deposit, repeat steps beginning at (a).
4. Enclose original and one copy of the Remittance Advice with funds to be deposited. Include a tape of all checks showing total. Keep checks in the same order as tape. Include a tape of all cash with totals for each denomination.
5. Retain third copy of Remittance Advice in permanent agency deposit file. Attached copy of the deposit tapes for cash and checks.
6. Deliver funds and Remittance Advice to the County Treasurer's Office.

Treasurer

7. Proof checks and cash against amounts listed on Remittance Advice (cols. 12 & 13).



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RESPONSIBILITY

ACTION

Treasurer

8. If Remittance Advice does not agree with funds presented:
 - a. Contact agency and attempt to reconcile differences. (Treasurer's Office **WILL NOT** change Remittance Advice for agency.)
 - b. If successful, go to step 9.
9. If Remittance Advice agrees with funds presented:
 - a. Prepare general receipt and enter receipt number on upper right corner of Remittance Advice.
 - b. Attach white copy of Remittance Advice to pink copy of general receipt. Receipts are then forwarded to Controller's Office.
 - c. File Treasurer's copy of Remittance Advice in agency's correspondence file.
 - d. Send white copy of general receipt to agency remitting the funds.

Controller

10. Review account distribution on remittance Advice and post account numbers to the general receipt.
11. Reconcile agency copy of general receipt to agency copy of Remittance Advice.
12. Attach agency copy of Remittance Advice to white copy of general receipt and file in agency file.
13. Reconcile total agency deposits with the monthly Revenue Report provided by Controller's Office.
14. File monthly Revenue Reconciliation for Audit Review.

END OF PROCEDURE