



**BALDWIN COUNTY COMMISSION — ~~POLICY #8.2~~**

**~~SUBJECT: Cash Handling Policy~~**

**~~Date Adopted: March 17, 2009~~**

**~~Page (BCC Minutes): Page 11~~**

**~~Obsolete Versions:~~**

- ~~• February 19, 2008 (Page 26)~~

*~~NOTE: (CHARACTERISTICS OF A GOOD POLICY AND PROCEDURE DOCUMENT) — A policy is typically a document that outlines specific requirements or rules that must be met. The overall goal is to write policies that are clear, concise and in simple language. If you use an acronym, spell it out the first time you use it.~~*

<u>POLICY # 8.2</u>	
<u>Subject</u>	<u>Funds Handling Policy</u>
<u>Date Adopted</u>	<u>Month ##, 202#</u>
<u>Agenda Item</u>	<u>CA?</u>
<u>Obsolete Versions</u>	<u>Adopted March 17, 2009      BCC Minutes, Page 11</u> <u>Adopted February 19, 2008      BCC Minutes, Page 26</u>

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## 1. POLICY STATEMENT

~~This policy is to ensure that cash receipts are handled in accordance with accepted standards of internal controls. Cash transactions by The Baldwin County Commission are subject~~ is committed to ensuring that all applicable state laws and regulations. This policy provides principles and guidelines for the handling of all cash activities at the Baldwin County Commission, including cash accepted and deposited.

~~All County employees are responsible for complying with the cash handling policy and procedures. All employees authorized to handle cash shall sign a copy of this policy acknowledging the Baldwin County Commission cash policy and procedures.~~

## PROCEDURAL REQUIREMENT

~~In order to carry out this policy, the following steps must be taken:~~

### ~~1. Cash Receipts Procedures~~

~~a. All "walk in" collections of money must be supported by pre-numbered receipts.~~

~~The original copies of receipts are to be issued to the payer, and duplicated copies are to be retained for balancing with cash deposits and for audit purposes. Then cash is recorded in the "cash log." Departments dropping off deposits for BRINKS pick-up will sign the deposit drop-off log.~~

~~b. All "non-walk in" collection of money will be recorded in the "check log" by a non-cash-handling employee for the purpose of maintaining a permanent record of incoming receipts.~~

~~c. All funds received—whether cash, checks shall be payable to Baldwin County Commission.~~

~~d. Checks will be submitted electronically on a daily basis via the Express Deposit Scanner.~~

~~i. Checks will be endorsed during the deposit scanner transmittal process with a bank-generated "virtual" \_\_\_\_\_ endorsement.~~

~~ii. Original checks will be stamped "Entered" on the front of the check and initialed by the employee \_\_\_\_\_ scanning \_\_\_\_\_ the \_\_\_\_\_ check.~~

~~iii. A detailed deposit ticket will be printed out and attached to the stamped original check and other backup, coins, or electronic payments—are handled securely, accurately, and in accordance with applicable laws, regulations, and internal control standards. This policy establishes guiding principles for receipt, custody, documentation if available, and deposit of funds across all County departments.~~

~~e. Cash will be picked up by BRINKS twice a week (Tuesdays & Fridays).~~

~~f. Staff Accountant reconciles deposits with the cash log.~~

### ~~2. Security~~

~~a. Cash/Checks shall be stored in a safe.~~

~~b. The cash-handling and record-keeping functions will be separated and performed by two individuals.~~

### ~~Deposit Drop-Off (Various Departments) at the Accounting/Finance Department in Bay Minette for BRINKS Pick-Up~~

~~(Transfer Station, Law Library, Bay Minette Building Department, Bay Minette Planning & Zoning, Archives, Wilderness Program):~~

- a. ~~Each department will drop off a copy of the deposit ticket and a sealed envelope containing the deposit and deposit ticket with the following information written on the outside of the envelope:~~
  - i. ~~Department Name~~
  - ii. ~~Amount of Deposit~~
  - iii. ~~Verified by two employees (initials)~~
- b. ~~Person dropping deposit off will fill out the Deposit Drop-Off Log.~~
- c. ~~Accounting employee receiving deposit will initial the Deposit Drop-Off Log and write down the BRINKS deposit bag number the deposit will be sent in.~~
- \*~~Wilderness Program—Make a copy of the deposit ticket and attach to the "Employee Meal Ticket Purchases" form; submit deposit ticket and form with envelope containing deposit and deposit ticket.~~

### **BRINKS Pick-Up Procedures**

- 1. ~~Deposit ready to be sent by BRINKS to Colonial.~~
  - a. ~~Add deposit to current BRINKS deposit bag.~~
  - i. ~~Always have a current BRINKS bag in a lockable drawer.~~
  - b. ~~List all deposits in the bag on the Daily Deposit Log.~~
  - c. ~~Seal the bag.~~
  - d. ~~Tear off the bottom portion of the bag and staple to the Daily Deposit Log.~~
- 2. ~~BRINKS Pick-Up~~
  - a. ~~Verify BRINKS driver with BRINKS ID Sheet.~~
  - i. ~~If questions regarding the driver, call BRINKS Branch Manager at BRINKS 251-660-7569.~~
  - b. ~~Log deposit in BRINKS log and have BRINKS driver sign off on the deposit pick-up.~~

All County employees involved in funds handling are responsible for upholding these principles and supporting transparency, accountability, and audit readiness in every transaction.

## **2. GUIDING PRINCIPLES**

- a) **Authorized Roles** Departments must designate staff responsible for receiving payments, preparing deposits, and maintaining documentation. Roles should be clearly defined and communicated to Finance/Accounting.
- b) **Receipt and Documentation** All payments must be receipted and logged using pre-numbered or system-generated tracking. Documentation must support reconciliation and audit review.
- c) **Dual Control** When feasible, funds should be counted, verified, and deposited under dual control. No single employee should be solely responsible for handling funds from receipt through deposit.
- d) **Secure Custody** Funds must be stored in a locked drawer, safe, or tamper-evident container until deposited. Access should be limited to authorized personnel.

- e) **Timely Deposits** Deposits must be made within a reasonable timeframe based on volume and risk. Departments should follow Finance/Accounting guidelines for deposit frequency.
- f) **Reconciliation and Retention** Departments must reconcile funds against receipts and expected activity prior to deposit. All documentation must be retained in accordance with the County's Records Retention Policy.
- g) **Interdepartmental Transfers** Transfers of funds between departments must be logged, signed by both parties, and securely packaged. Documentation must accompany the transfer.
- h) **Compliance and Oversight** Finance/Accounting may review documentation at any time and provide support, training, or corrective guidance. Departments are encouraged to report challenges and suggest improvements.

### **3. POLICY ADMINISTRATION AND REVIEW**

This policy shall be maintained by the Clerk/Treasurer or designee, who shall conduct an annual review to ensure continued alignment with statutory requirements, professional standards, and County financial practices. Recommended updates shall be submitted to the County Administrator and Commission as necessary to reflect changes in law, operational needs, or audit guidance.

### **4. SOURCES OF LAW AND REGULATORY REFERENCES**

This policy is grounded in the following legal, professional, and operational frameworks that govern financial management practices within Baldwin County:

- **Code of Alabama 1975, Title 11 – County and Municipal Government**
  - Establishes statutory authority for county financial operations, including receipt, custody, and disbursement of public funds.
- **Government Finance Officers Association (GFOA) Best Practices**
  - Provides nationally recognized standards for internal controls, cash management, and financial transparency in public sector entities.
- **Alabama Department of Examiners of Public Accounts – Audit Guidelines**
  - Defines audit expectations and documentation standards for county financial activities, including funds handling and reconciliation.
- **Baldwin County Commission Records Retention Policy**
  - Specifies minimum retention periods and storage requirements for financial records, including receipts, deposit logs, and reconciliation documentation.
- **Payment Card Industry (PCI) Standards**
  - Applies to departments accepting credit or debit card payments, ensuring secure processing and protection of cardholder data.

### **5. RELATED POLICIES AND REFERENCES**

- **Policy #8.15 – Petty Cash Policy**
  - Establishes principles for authorization, custody, use, and reconciliation of petty cash funds across County departments.
- **Funds Handling Procedures and Reconciliation Guidelines**
  - Issued by Finance/Accounting to support operational consistency and compliance.