

Hurricane Fire & Rescue

Hurricane, WV

Administrative Guidelines

Subject
Guideline Number
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Treasurer
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4

Purpose: To establish a guideline for the Treasurer of the department

Scope: All personnel.

Responsibility: It is the responsibility of all personnel to adhere to this guideline.

West Virginia Statutes authorize Hurricane Fire & Rescue to invest funds in the Cash Liquidity Pool, administered by the West Virginia State Board of Administration, negotiable direct obligations of the United States Government, interest bearing time deposits or savings accounts provided that any such deposits are secured by collateral as prescribed by law, obligations of the FDIC Banks, obligations of the Federal National Mortgage Association and securities of, or other interest in, any open end or closed end management type investment company or investment trust.

Cash Receipts

The Treasurer either directly from the payer or through the mail receives all cash and checks. For revenue received "in person", a receipt is required. All checks received by mail will be separated from the incoming mail. A cash box or register should be employed to protect cash. The Treasurer will document the following information in a Board approved computer based accounting system for all transactions:

- A. Date received;
- B. Amount received;
- C. Payer;
- D. Description of nature of proceeds;
- E. Type of payment: cash, check, or money order;
- F. Date of check or money order, if applicable;
- G. Receipt number, if applicable;

Deposits

The Treasure will prepare daily, a Deposit and Transmittal Form via a Board approved computer based accounting system:

- A. Date of the deposit;
- B. Detail of receipts comprising the deposit to include:
 - Description of receipt;
 - General ledger account distribution;
 - Amount of receipt.
- C. Total amount of deposit;
- D. The bank account number which received the deposit;
- E. Signature of the person who made the depository will be noted on the Putnam County Bank Deposit Slip.

Prior to making the deposit, all checks are endorsed with "deposit only". The Treasurer will prepare deposit slips, and deposits are made at least weekly. Any payments received during the day that are not to be deposited in the bank are kept in a secured area until the deposit is made.

The Chief and the department's treasurer will reconcile on a monthly basis the Cash Receipts in a Board approved computer based accounting system to the bank reconciliation.

Cash Receipt Forms

- A. Pre-numbered form – issued in numerical order within blocks or numbers;
- B. Name of Hurricane Fire & Rescue;
- C. Date;
- D. Name of the payee;
- E. Amount – both written and \$ amount;
- F. Purpose;
- G. Signature line for the person receiving money.

Petty Cash

Hurricane Fire & Rescue may establish one or more petty cash accounts for regular operations. Regular operations include cash payments for goods and services related to department operation and maintenance that do not exceed \$100.00 each. Such goods and services include, but are not limited to, such items as station or equipment supplies and materials or costs for meetings and seminars conducted or sponsored by the department including refreshments and meals. Each petty cash fund should be set at an amount authorized by the Board. The treasurer will be the responsible Petty Cash Custodian. The petty cash is to be maintained in a secure manner. Cashing of accommodation checks is prohibited.

All disbursements from petty cash require a completed Petty Cash Voucher Form and appropriate supporting documentation. The voucher form contains the following information:

- Payment amount
- Payment date
- Description of expenditure
- Account Number
- Initials of the employee receiving the money
- Initials approving the disbursement

The Treasurer is responsible for the verification of payments made from the petty cash accounts and the reconciliation of the account balances at least monthly.

The procedures to reimburse the petty cash funds are as follows:

- A. A request will be made for reimbursement of Petty Cash Form which contains the following information:
 - Disbursement date
 - Description of disbursement
 - Account number and amount
 - Account distribution
 - Approval signature
- B. The reimbursement request form is submitted to the Chief or the Treasurer along with the vouchers and supporting documentation for approval.
- C. The Treasurer then forwards all documentation to the Fire Chief for approval.
- D. Upon approval, the Treasurer prepares a check payable to the Petty Cash Fund. The withdrawn funds are placed in the petty cash box. The check, along with the Request for Reimbursement of Petty Cash Form, Petty Cash Vouchers, and supporting documentation, is forwarded to department's treasurer for verification. This can be done via electronic Banking.
- E. Petty Cash Box will be reimbursed by the petty cash funds previously withdrawn.
- F. The Board of Directors will review the expenditures at the monthly meetings.

Bank Account Reconciliation Procedures

On a monthly basis, the Fire Chief or designee receives the unopened bank statements, opens and reviews the bank statements, initials, and forwards the bank statements to the Treasurer for bank reconciliation procedures. This can be done via electronic banking. Each bank account will be reconciled by performing the following procedures:

- A. The cancelled checks returned with the bank statements are sequenced in numerical order.

- B. Each cancelled check is compared with the cash disbursement records of Hurricane Fire & Rescue. Indication that this procedure was performed is evidenced by a check mark on the cash disbursement record and the previous month's list of outstanding checks.
- C. The deposit transaction records of Hurricane Fire & Rescue are compared to the bank's total of deposits. Any differences are reconciled.
- D. A list of all outstanding checks (with check numbers) is prepared and totaled.
- E. The balance per bank, less outstanding checks, plus any deposits recorded by Hurricane Fire & Rescue but not received by the bank, should agree with the general ledger balance less any debit memos, returned checks, service charges.
- F. Differences are reconciled and posted to the appropriate general ledger accounts by means of a journal voucher.
- G. The bank reconciliations will be forwarded to the Board of Directors for review and approval.

It is the policy of the financial institutions to honor checks written by Hurricane Fire & Rescue for a period of six months after the date of issue. When checks have been outstanding for a period of six months or greater, the treasurer contacts the Chief and he or his designee will contact the payee to resolve the matter.