



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **RECEIPT OF CASH/CHECKS**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

It is the policy of this department to accept cash, checks, and money orders or equivalent for fines, vehicle impounds, copies of reports, etc.

II. PROCEDURES

- A. Station clerks and police officers may accept cash, checks, etc. as payment for fines, vehicle impounds, copies of reports, etc.
- B. A numbered receipt imprinted with the name and address of the police department will be issued for each payment received.
 1. The original of the receipt will be given to the person making the payment.
 2. The payment will be attached to the yellow receipt and placed in the lock-box to be delivered to the Town Treasurer.
 3. The pink receipt will remain intact in the receipt book to ensure continuity.
 4. At the beginning of each month, all receipts and monies collected will be totaled and delivered to the Town Treasurer on a Monthly Fines and Fees Report.
- C. As receipts are received, the Town Treasurer will ensure that the payment received equals the amount shown on the receipt. A signed copy of the Monthly

Fines and Fees Report will be returned to the department confirming the total received.

- D. The Town Treasurer will conduct a quarterly accounting of payments received by the police department. An independent outside auditor will conduct an annual audit of funds received and disbursed by or on behalf of the department and the Town.
- E. The Chief of Police will disburse funds to members as necessary from a petty cash fund for miscellaneous expenses. Any expenditure in excess of \$500 requires approval of the Chief of Police and authorization of at least 3 Commissioners.