

TOWNSHIP OF SCIO
Cash Handling and Receipting Process Policy

I hereby certify that the Cash Handling and Receipting Process Policy
Was adopted by the Board of Scio Township at its regular
Meeting held on December 17, 2024, at the Township Hall,
817 North Zeeb Road, Ann Arbor, Michigan.



Jessica M. Flintoft, Township of Scio Clerk

SCIO TOWNSHIP POLICY on CASH HANDLING and RECEIPTING PROCESS

Relevant statutory authorities: MCL41.78 Township Treasurer and MCL41.65 Township Clerk

GENERAL

Strong internal controls for cash/cash equivalent collection are necessary to prevent mishandling of funds and are designed to safeguard and protect employees from inappropriate accusations of mishandling funds by defining responsibilities in the cash handling process. Cash and cash equivalents include currency, coin, checks, charge and debit card payments, and other electronic payment media payable to the Township.

All cash receipts and related documents must be maintained in accordance with the Township's Record Retention schedule.

STEP 1

All incoming cash and cash equivalents should be delivered to the Scio Township Hall, whether personally delivered or delivered by mail. All incoming cash and cash equivalents must be receipted in BS&A Cash Receipting, Utility Billing, or Tax modules. If the payment is received over the counter at Township Hall or via online, a receipt will be offered to the payee.

Once receipted, the payment, if it is in the form of a check, should be restrictively endorsed. Once endorsed or, if a payment is made in cash and thus cannot be restrictively endorsed, the payment should be put in a secure register or safe.

The above processes will be performed by Treasurer, Deputy Treasurer, or anyone else that the Treasurer designates in writing (see Appendix A). At no time should the Clerk or anyone else responsible for making journal entries be designated to perform the above process.

If an in-person payee attempts to pay the incorrect amount for a receivable, e.g., a check made out for the wrong amount, the person taking the in-person payment shall review the bill, and advise the payee of the correct amount and allow them to submit the correct amount.

The Treasurer must approve the voiding of any receipts.

STEP 2

Each day, or less frequently at the Treasurer's discretion, two people; the Treasurer, Deputy Treasurer or anyone else that the Treasurer designates in writing, shall count all checks and cash received and reconcile that amount to the total receipts for that period.

At the time of the reconciliation, a Deposits Report from CR module shall be prepared to document the reconciliation between the drawer and the deposit slip. Any overages or shortages will be investigated by the Treasurer or Deputy Treasurer, documented, and resolved.

As often as the Treasurer determines, the Treasurer or designee will prepare a deposit slip that reflects the receipt reports from BS&A to ensure that the cash counted, and the cash being deposited, match the report.

Checks may be scanned using the check scanner obtained from the Township's financial institution, and the deposit slip retained in BS&A as documentation of the amounts received. Images from the scanned checks are also retained in BS&A.

Any cash payments received will be physically deposited at the bank, as described in Step 3.

For any credit or debit card, or online transactions, a report of the online payments should be attached to the appropriate deposit slip. This shall be retained and used during the bank reconciliation process to verify that all charges were appropriately deposited.

STEP 3

Once the deposit slip is prepared, the Treasurer or Deputy Treasurer will take the deposit to the bank in a bank bag. Cash collections will be deposited daily.

The Treasurer or Deputy Treasury will bring the bank deposit slip back to the Township, and then notify the Clerk or Deputy Clerk of the completed deposit.

STEP 4

The Clerk, Deputy Clerk, or anyone else that the Clerk designates in writing, shall review the relevant receipt and deposit reports, ensure that the revenue is assigned to the appropriate Township accounts, and then journalize the revenue. Any required changes of the assignment of funds to appropriate accounts will be investigated by the Clerk or Deputy Clerk, documented, and resolved.

NOTES

Only the Treasurer may authorize any additional cash collection point before collection begins. A cash collection point is defined as a Township location that handles cash on a regular basis.

APPENDIX A

Effective Date: December 17, 2024

Updated by Treasurer and Clerk as needed, not subject to Board approval.

Written Assignment	Position Title
By Treasurer	Treasurer, Deputy Treasurer, Planning Coordinator, Office Coordinator
By Clerk	Clerk, Deputy Clerk