
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 300.07
EFFECTIVE DATE: 04/01/93
REVISED: 06/05/93
AUTHORITY: BOC
COUNTY MANAGER: *Dan Heller*
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SUBJECT: TREASURER'S RECEIPTS

I. BRIEF DESCRIPTION: To establish a uniform procedure regarding Treasurer's Receipts.

II. PROCEDURE/POLICY:

- A. Frequency of Depositing: Refer to Cashiering Ordinance No. 504 (See Douglas County Administrative Policies and Procedures No. 03.01.04 -- Financial Operations).
- B. Revenue Summary: Prepare a Revenue Summary (sample attached) showing the G.L. account(s) to be credited. Itemize the deposit listing currency, coin, checks, accounts balances with the total amount being deposited.

The Treasurer's Office will verify the deposit and issue a Treasurer's Receipt (attached). They will need to know who the money is from and what it is for, be as detailed as possible.

III. RESPONSIBILITY FOR REVIEW: This policy will be reviewed on an annual basis by the Clerk-Treasurer.

6/12/03