General Order 230.00 **Reviewed: 04/11**

230.00 CASH FUNDS

- Procedures for all Cash Fund Accounts: Any cash funds or accounts where departmental personnel are permitted to receive, maintain, or disburse cash will provide for the following accounting procedures:
  - A balance sheet or ledger that identifies initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand;
  - Receipts or documentation for cash received;
  - Authorization for cash disbursement, including authorization from the Chief of Police for expenses in excess of a given amount;
  - Records, documentation, or invoice requirements for cash expenditures;
  - Positions authorized to disburse or receive cash; and
  - Quarterly accounting of agency cash activities.

General Order 230.00 Reviewed: 04/11

230.00 CASH FUNDS

Authorized by Jerry Garner, Police Chief

Effective: April 19, 2011

Signature: Jerry Garner Date: April 19, 2011