Roosevelt County
Established 1903

RESOLUTION NUMBER: 2016-48

Approving the

ROOSEVELT COUNTY POLICY

Cash Handling

WHEREAS, pursuant to NMSA 1978 Section 4-38-1 (1884) the powers of a county as a body politic and corporate shall be exercised by a board of county commissioners; and,

WHEREAS, Section 4-37-1 et seq. NMSA 1978 provides that counties may adopt those resolutions and ordinances, not inconsistent with statutory or constitutional limitations placed on counties, to discharge those powers necessary and proper to provide for the safety, preserve the health, promote the prosperity and improve the morals, order, comfort and convenience of the county and its inhabitants; and,

WHEREAS, the Board of County Commissioners wishes to provide safeguards for maintaining a cash handling system in order to protect the health safety and welfare of the County's citizens and property and / or to more efficiently perform the functions of County Government.

NOW THEREFORE BE IT RESOLVED THAT, the effective upon the passing of this resolution, the following Cash Handling Policy is hereby adopted.

PURPOSE AND SCOPE

These Procedures govern the handling, receipting, and reporting of all County cash operations, as directed by NMSA 6-10-2 applies to currency, coin, checks, credit and debit card payments, electronic payment media and other negotiable instruments payable in money to any office or department of Roosevelt County.

The scope of these procedures includes but is not limited responsibilities of departments and cash handlers countywide. The procedures provide guidelines for training, cash receipt handling, receipting, reporting and hiring practices.

AUDIENCE

These procedures apply to all departments and offices that handle cash transactions.

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SECURITY AND SAFETY MEASURES

Access to cash handling and storage areas should be physically restricted to authorized personnel. Where possible, cash preparation areas should be both physically and visually restricted to authorized personnel.

When not in use, all cash and related items must be stored in a locking cash box or safe that is located in a secure area. Safes must be kept locked at all times except when access by authorized personnel is needed. Never leave an unlocked safe unattended, even during business hours.

The amount of funds secured in a safe or vault overnight, over a weekend, or over a long holiday, must be kept to a reasonable minimum. Excess funds must be forwarded to the County Treasurer for deposit.

FRAUD DETECTION AND PREVENTION

CHECKS

Security Warning

Many checks will state a security warning in writing, explaining the security features of the check. It is a cash handlers' responsibility to validate security features. The County is liable for fraudulent checks accepted.

Most personal checks will have micro printing on the signature line that can be identified with a magnifying glass.

Securing Check Stock

Check stock and check protecting equipment should be stored in a secure area with controlled access.

Use check stock with fraud prevention features such as watermarks, micro-printing, graduated pastel colors in background, heat sensitive paper, etc.

Counterfeit Bills

US Currency has several security features that are easily verified. On both, new and old currency, there are four main security features.

Security Thread

An embedded polymer strip, positioned in a unique spot for each denomination, guards against counterfeiting. The thread itself, visible when held up to a bright light, contains microprinting – the letters *USA*, the denomination of the bill, and a flag. When viewed under ultraviolet light, the thread glows a distinctive color for each denomination.

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Microprinting
Microprinting, which can be read only with a magnifier and becomes blurred when copied, appears in unique places on each denomination.

On the $20 bill, it appears around the borders of the first three letters of the "TWENTY USA" ribbon to the right of the portrait and in the border below the Treasurer's signature.

The redesigned $10 note features microprinting on the face of the note in two areas: the word "USA" and the numeral "10" can be found repeated beneath the large printed torch and the words "THE UNITED STATES OF AMERICA" and "TEN DOLLARS" can be found below the portrait, as well as vertically inside the left and right borders of the note.

All US Currency is made with linen instead of wood. Red and blue fibers are imbedded into the paper.

On the new currency there are two additional security features:
Color-Shifting Ink
The ink used in the numeral in the lower right-hand corner on the front of the bill looks copper when viewed straight on but green when viewed at an angle.

The embedded security thread runs vertically and is now located to the right of the portrait on the redesigned $5 bill. The letters "USA" followed by the number "5" in an alternating pattern are visible along the thread from both sides of the bill. The thread glows blue when held under ultraviolet light.

Watermark
A watermark, created during the paper-making process, depicts the same historical figure as the portrait. It is visible from both sides when held up to a light. On the redesigned $10 note, a blank oval has been incorporated into the design to highlight the watermark's location.

There are now two watermarks on the redesigned $5 bill. A large number "5" watermark is located in a blank space to the right of the portrait replacing the previous watermark portrait of President Lincoln found on the older-design $5 bills. A second watermark -- a column of three smaller "5"s -- has been added to the new $5 bill design and is positioned to the left of the portrait.

Visit this website for more information: http://www.moneyfactory.com/uscurrency.html

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Dealing with counterfeit bills

If a counterfeit bill is detected while the customer is present, the bill should be retained and an explanation should be given to the customer that the bill is suspected of being counterfeit.

The customer should be asked to pay with another form of payment.

A receipt must be created for the counterfeit bill with the following information:

Customer Name
Customer Address
Customer Phone Number
Denomination of the bill
Bill Serial Number

The Roosevelt County Sheriff's Office or Portales Police Department should be notified as soon as possible and a prompt pick up of the counterfeit bill with the receipt should be arranged.

If the bill is not determined to be counterfeit, the bill will be returned to the customer.

CASH HANDLING

Cash Drawer Set Up

A cash drawer can be set up starting with twenties through ones or ones through twenties facing the same way.

The change should be set up in the same manner as currency. If ones are being set up from left to right then your pennies should be set up from left to right and vice versa.

Change for Cash Transactions

When a customer gives cash handler money, it is to be left in plain sight of the cash handler and the customer until the transaction is completed and a receipt is given to the customer.

There are two ways of giving cash to the customer:

If a customer pays a $78.32 item with a $100.00 bill, the change can be counted starting with the smallest coin denomination and going to the highest denomination of currency.

Count three pennies	$78.35
Count one nickel	$78.40
Count one dime	$78.50
Count two quarters	$79.00
Count one one dollar bill	$80.00
Count one twenty dollar bill	$100.00

The change also can be counted starting with the largest bills to the smallest coin.

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To make sure that no bills are stuck together hand to hand should be used when counting. Place all money in one hand. Hold it up in front of the customer and transfer one bill at a time from one hand to another counting out loud. This will not only assure the customer of the correct change but will help keep bills from sticking together.

A transaction receipt must be offered to customers for each transaction.

Cash should be placed into the cash drawer after the transaction is completed.

Each transaction should be completed one at a time.

Accepting Checks
The numerical amount on the check should be always verified against the written amount.

All payments made by check are required to be made out for the exact amount due.

The white copy from the receipt book should be given to the customer.

All checks must be made payable to the order of "**Roosevelt County**".

The yellow copy from the receipt book should stay in the receipt book.

A counter check (a counter check is a check that is used without pre-printed information; a check obtainable at a bank usually to be cashed only at the bank by the drawer) is acceptable as long as it is printed and not written.

Preprinted name, address and phone number should be verified. If some of the information is missing, the customer should be asked to write it on the check. The customer should be asked to provide a day time phone number.

Make sure all checks are signed.

On some checks over a certain amount there may be two signatures required.

If the check's authenticity is in question, a picture ID, preferably a valid driver's license, should be verified and a driver's license number should be written on the front of the check.

The date on the check should be verified. No postdated checks will be accepted.

Any checks received will be immediately stamped with the County's endorsement or run through a validation printer.

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Payments with debit or credit cards
The credit card should be signed.

A picture ID must be presented for any credit card transaction to validate the credit card. This process protects the credit card owner and the County.

Cash Register Balancing (use only if your software system does not have an end of day balancing procedure)
Pull cash, and checks receipts from the cash drawer, leaving the starting cash.

Separate money into denominations and count all cash including coins. Add all checks received and add the two totals. Compare totals to the shift's balance report.

Preparing the Depository Form to the Treasurer's Office for Cash and Checks
Ensure that all checks are properly endorsed.

All bills should be facing the same direction and grouped by denomination. Arrange in groups the denominations from largest to smallest ($100's, $50's, $20's, etc.). Coins should be rolled if possible; otherwise, loose coins should go in a coin envelope.

A Depository Form must be completed with the date and a total by currency (dollar bills) and coins: any checks must be listed separately. If there are multiple checks, run a tape of the checks. If there is more than one list of checks, list them as A, B, C, etc.

A grand total of the Depository Form should be written at the bottom. The Depository Form will be placed in the bank bag with tape run of checks and cash.

Departments outside of the Treasurer's Office please keep a copy of the Depository Form for your records as well.

SEPARATION OF FINANCIAL DUTIES

Cash Receipts
The person creating a cash receipt should not input the receipt through the cash register for posting.

The person preparing the bank reconciliation should not be the same person who reviews the bank statement and reconciliation.

Any monies received by the County should be accounted for with a cash receipt.

Timely Reconciliations
All departments and offices should run a monthly report and reconcile to the bank statement or receipts.

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Deposits
Monies received by the County are required to be deposited the next business day.

Any person handling "County cash" (as defined under the Purpose and Scope paragraph) should contact the Treasurer's Office to arrange for appropriate training on cash handling.

BE IT FURTHER RESOLVED that this policy may be revised as appropriate. It shall be the obligation of the Treasurer to bring such amendments to the Board of Finance and obtain the approval of their majority before such changes and amendments take effect.

PASSED, ADOPTED AND APPROVED this 1st day of November, 2016.

BODY OF COUNTY COMMISSIONERS
ROOSEVELT COUNTY, NEW MEXICO

APPROVED:

Richard (Rick) Leal –Chair-District II

Layle Sanchez, County Treasurer

Lewis (Shane) Lee, Vice-Chair – District III

ATTESTED:

Jake Lopez – District I

Gene Creighton – District IV

DeAun D. Searl, County Clerk

Paul Grider – District V

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