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Effective: 3-7-23
Revised:
Legal References: N/A

CASH MANAGEMENT POLICY

This policy is intended to provide effective internal controls for cash handling and revenue receipt of the city of Ketchum; including accounts receivable, business licenses & taxes (LOT), utilities, parking fines and any miscellaneous receipt safekeeping and effective processing of all funds received by the city.

1. Internal Control – All departments will have appropriate internal controls in place regarding all aspects of revenue recording, accounts receivable monitoring, and collecting, receipting, depositing, and reconciliation. All departments are to ensure that staff is adequately trained. Departments are to report suspicion of fraud and non-compliance to this policy immediately.
2. Receipts and Deposits – Payments should be recorded in an electronic device, such as an accounts receivable system or cashiering system, or tracked manually with pre-numbered receipts. Each department must provide adequate and proper security of funds both during business hours, non-business hours, and during transport. Departments are to make timely deposits of all funds received to a designate depository. All deposits are to be properly recorded and reconciled in a timely manner. All overages and shortages, counterfeit moneys, and returned bank items are to be appropriately and timely reported and recorded.
3. Petty Cash – City Administration may approve the establishment of petty cash funds to be used only for the designated purpose for which they were intended. Unless expressly approved by City Administration, petty cash funds are not to be used for recurring business expenses, interest charges, cashing personal checks, weapons, ammunition or other hazardous materials, services performed for the City, traffic citations or parking fines.
4. Refunds – Departments must have written refund policies readily available for citizens that align with the goods and services provided by the department. Any administrative fees to be charged for the processing of refunds should be disclosed. Refunds are to be fully documented and appropriately approved prior to processing.