

# City Of Marshfield Policies and Procedures

## Chapter 6: Parks and Recreation

**SUBJECT:** Administrative Procedures for Handling Public Monies

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**DEPARTMENTS OF PRIMARY RESPONSIBILITY:** Parks and Recreation

**APPROVED BY:**

  
Jim Wein, Chairperson  
Parks, Recreation & Forestry Committee

**Special Notes:** This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

### I. Handling Public Monies

- A. Receipts shall be entered into accounting software program immediately upon receiving public monies. One receipt is given to the customer and one is kept in the office to use for the deposit the following day to balance.
- B. Receipts should be reconciled daily. A breakdown of accounts should be included with the deposit.
- C. All checks shall have restrictive endorsements (stamp) made when balancing the drawer.
- D. Deposits shall be made daily unless amount collected is under \$150.00
- E. Monies collected at Hefko and Senior High pools shall be handled according to established policy. A receipt shall be produced for all monies collected, once received in the office.
- F. Athletic team registrations shall be noted on official team application and roster forms.
- G. Refunds shall be issued according to departmental policy. A voucher, explaining the reason for the refund, the amount refunded, & coded to the proper GL shall be given to the Finance Department who will then issue the check as part of their regular billing process. Refunds shall be issued to the name on the receipt except in the cases where the individual

is under 18 years of age whereby the refund shall be issued to the parent.

- H. Monies shall be picked up from Senior High weekly unless otherwise specified by the Park and Recreation Director. A departmental receipt shall be produced specifying the date and location of the collection.
- I. Monies collected at Hefko Pool shall be brought to City Hall and accounted for the following day. A departmental receipt shall be produced specifying the date and location of the collection.
- J. Petty cash funds shall be established as follows:

<u>Where</u>	<u>F/W/S</u>	<u>Summer</u>
Senior High	\$10.00	\$0.00
Petty Cash	\$30.00	\$30.00
Recreation Till	\$50.00	\$35.00
Ten/Rac & Indoor Skate	\$60.00	\$0.00
Ticket Drawer	\$0.00	\$35.00
Hefko Pool	\$0.00	\$50.00

- K. Keys to the petty cash drawer will be issued to the entire office staff.
- L. The Department Secretary will verify that the proper amount is in the drawer on a daily basis by taking an actual count of the drawer before any business is transacted. She will notify the supervisor immediately of any discrepancies.
- M. Registration will be taken by the Department Secretary, Assistants, Supervisor and Director
- N. Checks may not be written for more than the purchase price.
- O. The Department will be responsible for locking the drawer in the evening.