

MARIN COUNTY SHERIFF'S DEPARTMENT
CIVIL/DOCUMENTARY SERVICES POLICY AND PROCEDURE MANUAL

CHAPTER 1 – ACCOUNTING
CIV 01 – 01
PAGE 1 OF 2

DATE
08-16-00

BAD CHECKS, RECEIVING AND PROCESSING

POLICY

Checks payable to any division account which are not honored by the paying bank will be handled pursuant to the following procedure.

PROCEDURE

The Auditor's Office will call to advise us of receipt of a dishonored check and to verify that amount of check will be taken from Sheriff's account 9773. At this time, try to ascertain any information that will assist in locating the maker: name and phone number, amount of check, what check was for, file and case numbers (if civil), etc.

If appropriate information is available at this time, call the author of the check and advise subject that amount of check plus a \$10.00 bad check fee is due via cashier's check or money order payable to the Marin County Sheriff's Office or the full amount may be paid in cash. If cash is tendered, write a receipt as shown in Example 1.

We will receive the bad check along with the two page Journal Voucher Form indicating that the amount of the check has been deducted from Sheriff's Civil account 9773 (see Example 2 attached) several days or weeks later. At this point, if the subject has not yet reimbursed us for the dishonored check plus the \$10.00 fee, send out a "bad check" letter (Example 3 attached). Blank copies of this letter are kept in bottom drawer of small filing cabinet against wall in accounting area. Calendar for approximately two weeks, for further action, if necessary. Keep the Journal Voucher Form, the bad check, the yellow copy of the "bad check" letter and the civil file (if applicable) together in the black tray on the accounting desk in the back of the room.

When payment is received, prepare a CRQ (see Example 4 attached) to reimburse funds in account 9773 as follows:

- ✓ Log on to MARS (see MARS System, Logging On, CIV -01-10) and begin preparation of a CRQ pursuant to Civil, Deposit in MARS (CIV -01-09) through Bank Code, Comments and Document Total entries. Note: the document total is the total of the recovered bad check and the bad check fee.
- ✓ Under Reference on line 1, tab to Fund and enter "102"
- ✓ Tab to Agency and enter "324"
- ✓ Tab to Rev Source and enter "9773"
- ✓ Skip line 2
- ✓ On line 3 enter amount of recovered bad check in the first field
- ✓ Tab to description and enter "Sheriff – recovered bad check"
- ✓ On next line 1 tab to Fund and enter "102"
- ✓ Tab to Agency and enter "324"
- ✓ Tab to Rev Source and enter "9774"
- ✓ Skip line 2
- ✓ On line 3 enter 10.00 (bad check fee) in the first field
- ✓ Tab to description and enter "Sheriff – bad check fee"

Review document to make sure all entries are correct and make any necessary corrections. Press F9. "Ready for Approval" should appear on the bottom of the screen. If not, make indicated corrections and press F9 again.

Three copies of the Cash Receipt Document (or CRQ) will print on the printer located in the hall area between the copy room and the jail elevator.

Run a tape for deposit, endorse check with Sheriff's stamp located in the box on the left at the accounting work station. Paper clip tape and check or cash and wrap in all three copies of the CRQ, put in pouch located in the "safe" and give the pouch to the Administration personnel assigned to the mail run.

In "Recovered Bad Check" file located on top of the small cabinet against the back wall in the accounting area put stapled bad check, copy Journal Voucher and copy CRQ. If the bad check is on a civil case, put a copy of the bad check, copy "bad check" letter, copy Journal Voucher and copy CRQ in the civil case file.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

By order of,

Timothy J. Little
Captain