

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

CHAPTER 1 – ACCOUNTING
CIV 01 – 04
PAGE 1 OF 2

DATE
08-21-00

BALANCING, RECORDS

POLICY

Records Section receipts will be recorded, balanced and deposited according to the following procedure.

PROCEDURE

A deposit of records cash and checks should be made once a week. Begin by pulling the current group of receipts with attached cash and checks from the records cash box in the "safe" at the back of the room.

Separate the receipts from the cash and checks. Put the receipts in numerical order. If any are missing in a sequential group, check the yellow copy of the missing receipt(s) in the records receipt book at the front counter. The receipt(s) may have been written for something other than a records function. You may have more than one group of sequential receipts if more than one book was used at the counter.

Run a tape for the total of the receipts (run separate tapes for each sequential group, if applicable) and staple the tape to the receipts.

Run a tape for the cash and one for the checks and total. Band or clip the tapes, cash and checks.

In the ledger labeled "Records – Receipts Journal," add up each column as shown in Example 1A and 1B, using only figures since last deposit. On the line below, write the total amount for all columns (this should agree with your totals for receipts and your totals for cash and checks), "submitted to accounting," and the current date as shown. When the assigned Specialist has completed the deposit, he/she will add to this line the CRQ number and the date for deposit as shown.

After the last entry of the month, enter the total deposit for the month as shown on Example 1A.

To prepare the records deposit in MARS, see MARS System, Logging On, CIV 01-10 and Civil, Deposit, in MARS, CIV 01-09 completing this process through "Bank Code," "Comments," and "Document Total" (enter the total deposit amount). Run a tape to verify the total amount of checks and cash and a tape of receipts.

There are three entry lines for #1 and three for #2. On #1, line 1, under "fund," type in 102, and under "agency," type in 324. Tab to "Src/Rev," and type in 9766. Tab through line 2. On line 3, under "amount," type in that portion of the total deposit that comes from account 9766 (report revenue). Tab to "description," and type in Sheriff – Records (Reports).

Repeat above for #2, substituting account 9774 under "Src/Rev," typing in that portion of the total deposit that comes from account 9774 under "amount," and typing in Sheriff – Records (Misc.) under "description."

Review screen and make any necessary corrections. Press PF9 – "ready for approval" indicates that copies of the CRQ are being printed. Retrieve the copies from the printer located in Administration next to the copy room.

Write the CRQ number on the receipt tape, staple it to pink receipts and put in receipt box on the floor under table across from civil filing cabinets in the back of the room. Write the CRQ number and the date in the "Records – Receipts Journal."

Clip together cash, checks and tape and wrap in all three copies of the CRQ. Put this into the deposit pouch located in the "safe" and give the pouch to the Administrative personnel assigned to the mail run.

Log off MARS pursuant to CIV 01 – 10, MARS System, Logging On.

When the CRQ comes back from the Auditor, put it in the folder labeled "Records – CRQs" on the accounting table against the back wall.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

By order of:

Timothy J. Little
Captain