

**Santa Barbara County Sheriff's Civil Unit
Cash Handling Policy and Procedural Manual**

September 2017

Purpose:

To establish guidelines and procedures for the handling of cash and checks within the Civil Unit.

Policy:

All Civil Unit personnel shall know and comply with the procedures set forth in this section when handling cash and/or checks.

Internal Controls / Segregation of Duties:

It is advisable to have different employees assigned to each task within the cash handling process whenever possible.

Procedure:

I. Civil Office Safe

- a. The Civil Office safe is to be locked at all times when staff is not removing or placing items into safe.

II. Cash Drawer

- a. Each cash drawer shall contain \$150.00.
- b. Cash drawer will be counted and placed into locked register drawer at the beginning of each work day.

III. Proper Receipting

- a. A receipt will be provided to the requesting party on all Civil Fees received, pursuant to Government Code 6109.
- b. Cash will be receipted as cash, and checks are to be receipted as checks. If staff makes an error, they should immediately notify their Supervisor who will void the transaction.
- c. Cash received in excess of \$500.00 must be verified by another Sheriff's Department employee.

- d. Cash, checks and money orders will be entered into the receiving screen. All checks and money orders will be scanned into Teleosoft.
- e. All checks will be date stamped and endorsed upon receipt. File numbers will be written on all checks.
- f. Services accompanied by Court Fee Waiver (FW-003) forms will be cashiered in as Fee Waivers.
- g. Domestic Violence Restraining Orders, Elder Abuse Restraining Orders, Civil Harassment Restraining Orders with stalking or violence and Workplace Violence Restraining Orders with violence will be cashiered in under Waiver-Bill Courts.
- h. All levies with fee waivers will be cashiered in under Waiver-Recoverable.

IV. Keeper, Till Tap and other Levy monies

- a. The Field Deputies will tender monies to the Civil Office in a bag.
- b. The bag will be counted by Civil Office personnel in the presence of the tendering Deputy.
- c. If the tendered amount does not reconcile with the levy receipt, the bag will be returned to the field Deputy for an amended receipt.
- d. After the contents of the bag have been verified, the Civil Office staff will cashier the money into the Teleosoft Levy Receivables page and place it into the cash drawer.
- e. Disbursement fees will be deducted from the amount paid to the Creditor.
- f. If an error is made on a payment or a payover, the on duty Supervisor will be notified immediately. The transaction/ payment will be made “void” in Teleosoft. If a payover is made void after the completion of the check disbursement request, the entire report must be run again with the corrected information
- g. All monies received will be reconciled to the information on the Teleosoft Accounts, Deposit page under Print Deposit Ledger by File Category.

V. EWO Payments

- a. All single EWO payment checks will be cashiered into the Levy Receivables, Receive Single screen and scanned into Teleosoft.
- b. All multiple EWO payment checks will be cashiered into the Levy Receivables, Receive Multiple payment screen and scanned into Teleosoft.
- c. All EWO payment checks will be held for 20 days from the date they are cashiered in before a Creditor payment or Debtor refund is issued.
- d. Disbursement fees will be deducted from each Creditor check issued in Teleosoft.
- e. If an error is made on a payment or a payover, the on duty Supervisor will be notified immediately. The transaction/ payment will be made “void” in Teleosoft. If a payover is made void after the completion of the check disbursement request, the entire report must be run again with the corrected information
- f. EWO checks will be reconciled to the information on the Teleosoft Accounts, Deposit page under Print Deposit Ledger by File Category.

VI. Enforcement of Judgment Levy Payments

- a. All EOJ checks and cash will be entered into Teleosoft under the Levy Receivables, Receive Single page. All checks will be scanned into Teleosoft.
- b. When check is for full satisfaction, stop interest in the Teleosoft Ledger screen effective the date of the levy.
- c. Disbursement fees will be deducted from the amount paid to the Creditor.
- d. If an error is made on a payment or a payover, the on duty Supervisor will be notified immediately. The transaction/ payment will be made “void” in Teleosoft. If a payover is made void after the completion of the check disbursement request, the entire report must be run again with the corrected information.
- e. All checks received will be reconciled to the information on the Teleosoft Accounts, Deposit page, Print Deposit Ledger by File Category.

VII. Daily Levy/EWO Payment Reconciliation

- a. Balance all checks cashiered into Teleosoft with EWO and Levy payments on the Teleosoft Accounts, Deposit page. Select the correct cashier, location and date then click refresh and select Print Deposit Ledger by File Category (two copies).
- b. Add total number of checks to be paid over and multiply by \$12.00 for disbursement fee total. Add all EWO and Levy checks cashiered, subtracting any checks being held for payment on a later date. Add in any refunds or payments held for payover on the projected date.

Sub-total and subtract disbursement fees. This is the total amount of the checks being paid over.

- c. Make necessary additions for "hold" payments on Deposit Ledger report (two copies). Attach one calculator tape from step b to each copy of the Deposit Ledger report.
- d. Put one copy of Deposit Ledger report with daily accounting reports and the second copy in a manila folder on the Supervisors desk.

VIII. Disbursement Request Process (for Creditor, Debtor and Vendor payments)

- a. To begin check run, click on Accounts, select your location, select Disbursements, New. A pop up for Start New Disbursement. Select New with the correct date and location. Load Pending Checks then Create Pending Checks.
- b. Add total number of checks being paid over and multiply by \$12.00 for disbursement fee total. Add all EWO and Levy checks to be paid over, subtracting any checks being held for payment on a later date. Add in any refunds and previous payments held for payover on the current date.

Sub-total and subtract disbursement fees. This is the total pay over amount.

- c. Run Check Verification report in Teleosoft. Verify vendor numbers and addresses from the Check Verification report in Teleosoft with Vendor number and address in FIN Web. Also, verify Claim of exemption status, bankruptcy and over payments.

- d. Utilize the edit feature (pencil) to add or update Vendor numbers or modify payee information. Utilize the undo feature to remove checks from the current check run. All requests approved to pay should have a check mark.
- e. Any payover exceeding \$5000.00 must be approved by a Supervisor. Any Supervisor with a payover in excess of \$5,000.00 must have approval by another Supervisor.
- f. Confirm and print the correct number of checks. A print confirmation will ask if the checks printed successfully. Click "yes". Verify the pay over tape total with the Check Request Report total. Attach the tape to last page of Check Request Report and sign.
- g. Click on Export checks and save Check Request Report as a document.
- h. Upload checks into FinWeb by selecting the hyperlink:
<https://eforms.fin.co.santa-barbara.ca.us/forms/batchupload.aspx>
- i. Enter document description as Sheriff's Civil Import with the current date and appropriate office. Browse for check file and upload. Scan the Check Request Report as backup and electronically sign. Forward document to appropriate Supervisor for approval.
- j. Supervisors will forward the UPL to the Claims inbox.

X. Daily Cash Drawer Reconciliation and Deposit Ledger Report

- a. Each day at 4:15 pm, a staff member who has not processed Earnings Withholding Order checks will reconcile the cash drawer to the Teleosoft Deposit Ledger Report.
- b. Access the Deposit Ledger Report, by clicking Accounts, Deposits, select all cashiers, the appropriate location and current date. Print Deposit Ledger by Tender Category.
- b. Staff will run two tapes for cash and checks combined. They will verify that funds to be deposited match the amount on the Deposit Ledger Report Report. One tape will be attached to the last page of the Deposit Ledger Report and one will be attached to the checks in the deposit bag
- c. Any discrepancies will be reported to a Supervisor and corrected immediately. Any shortage or overage of \$50.00 or more must be reported to the Auditor-Controller within one business day.
- d. Another employee (not preparing the deposit) will verify all totals.

- e. Accounts should be transferred daily in Teleosoft. Select Accounts, Deposits, All Cashiers with current date and correct location. Refresh screen, select all and transfer.

XI. Deposits and Deposit Tickets

- a. Cash, checks and completed bank Deposit tickets will be placed into the deposit bag. Cash drawer and deposit bag will be locked in office safe at the end of each work day.
- b. Treasurer's Deposit Tickets will be completed daily.
- c. Santa Maria Civil office Deputy will take Treasurer's Deposit Ticket and deposit bag to the Santa Maria Treasurer's office each morning.
- d. Santa Barbara Civil office Deputy will take Treasurer's Deposit Ticket and deposit bag to the Santa Barbara Treasurer's office each morning.

XII. Civil Revenue Reports and Daily Journal Entries

- a. Each Civil office will run a Civil Revenue Report in Teleosoft each morning for the day prior. The report is accessed by selecting Accounts, Deposits, All Cashiers with the appropriate location and date. Fees will be split out and from 1537 to the General Fund 0001, 1516 and 1518
- b. A Journal Entry will be completed in FIN and sent electronically to the appropriate Civil Supervisor. A copy will be printed for the office file.
- c. The office file shall be assembled daily and shall include a copy of the Deposit Ledger Report, Check Request Reports, Account Activity Report, all Journal Entry forms and/or Single Payment Claims and any voided receipts. A pink sheet will be attached to the top of documents with the the yellow copy of the Treasurer's Deposit Ticket and a copy of the bank deposit ticket.
- d. All financial records will be retained for 5 years.

XIII. Creating Invoices for Restraining Order Reimbursement

The first week of each month, the Manager or Supervisor will prepare invoices to bill the appropriate Court for waived fees on restraining orders for the previous month. The invoicing feature is located in Teleosoft under Accounts, Invoices.

- a. Select the Bill Courts Waiver Category from the drop down menu. Enter a start and end date for the correct billing month. Click the Refresh button to insure that all ledger entries with invoices are included.
- b. Verify pending invoices with the Proofs of Service for Restraining Orders closed in the appropriate month. Click the New Invoice button
- c. Once the invoices are created, Teleosoft will return you to the main invoicing page. A green confirmation message will show at the top of the page. A second tab will open with a “batch” pdf of all invoices created for every Court. Print invoices and mail them to the appropriate Court.

XIV. Receiving Invoice payments for Restraining Order Reimbursement

- a. From the Teleosoft Home Page, click on Accounts, Invoices. This will bring you to the main Invoices page.
- b. Find the invoice number that corresponds to the incoming payment and click anywhere in the line to access the Invoice Payment Screen.
- c. To enter the payment, click the Receive Payment button. This will open up the payment section. Select the type of Payment from the drop down menu, enter the check number and check date. Enter the amount of the check into the payment field.
- d. Once the payment has been entered, click the Apply Payment button to transfer the payment across the file ledgers. The status of the invoice should show as “closed”.

XV. NSF and Returned Checks for Garnishments and Service of Process

- a. Upon receipt of the Returned Ticket Item, verify that the fund number is correct (1537). If the monies were deducted from another fund, a JE will be prepared in FIN to transfer the monies from 1537 back into that fund.
- b. Original check will not be returned to maker until account is paid in full.
- c. A critical comment will be made in Teleosoft indicating that a bad check was received and all disbursements will be held.
- d. If the document involved has a future Court date, send a memo to Court advising that subject’s advance fee was returned unpaid or NSF.

- e. If Proof of Service has not been sent, HOLD proof until payment is received.
- f. If NSF monies have already been paid out to the creditor or attorney, notify Supervisor immediately.
- g. Phone maker of check and make a verbal demand for payment of the unpaid check plus \$40.00 bad check fee. If money is not paid within 5 business days, follow up with SH-961, Sheriff's NSF letter and calendar for 15 days. If payment is not received, turn case over to Manager for further collection action and Teleosoft adjustment as necessary.
- h. If replacement funds are received for service fee payments, the original fee for service will be manually void in the file ledger of Teleosoft. The replacement fee will be entered into the "add credits" section of the file ledger.
- i. If funds are received a levy or garnishment payment, the original disbursement payment will be made void in the file ledger and the new payment cashiered as usual.
- j. The \$40.00 Bad Check fee will be entered into the "add credits" section of the file ledger as a "fee for NSF Check". A JE will be prepared in FIN to transfer the fee from 1537 to 0001, Line item account 5170.

XVII. Request for Warrant Cancellation and Re-issuance

- a. Upon request for an Affidavit for Unreceived Payment, search for Vendor in Fin Web to find disbursements. Go into the Reports Section under Vendor Disbursement, enter Warrant number. If there is no information under "date paid", the Warrant has not cleared. Fill out the top portion of Affidavit and mail to payee. When the completed, notarized form is returned from the payee, double check the warrant number through FIN. If the warrant remains unpaid, contact the Treasurer's Office by email at TreasStopPayments@co.santa-barbara.ca.us cc: Vicki Hyland at Vhyland@co.santa-barbara.ca.us and Rian Diep at rdiep@co.santa-barbara.ca.us and request that the warrant payment be stopped. Include the warrant number, dollar amount, payee information and reason for stop. Prepare a Warrant Cancellation in FIN eforms and upload the Affidavit as backup.

Upon receipt of a request for warrant cancellation from the Auditor Controller's office, the clerical staff will verify in FIN that the warrant remains unpaid and prepare a Warrant Cancellation in FIN eforms.

- b. In either circumstance, upon confirmation of the warrant cancellation in FIN, staff will query the file in Teleosoft to locate the appropriate disbursement in the File Ledger screen. Utilize the Void feature to cancel the entry. If the check is a creditor payment, it will run on the daily Check Request Report and a warrant will automatically re-issue. A creditor or debtor refund must be made pending through the “split” feature in the File Ledger screen.
- c. A copy of the approved FIN Warrant Cancellation and Affidavit (if applicable) will be scanned into the corresponding Teleosoft file.

XVIII. Stale Dated Warrants

- a. The first week of each month, the Manager or Supervisor will run a Stale Dated Warrant Report in FIN. The report can be accessed under Reports, General Ledger Transactions. The date range should be from the date the report was run the previous month to the date current date. WCSTALE should be entered in the Document Number field and the Fund Number is 1537. Print this report for reference.
- b. This Report will include a list of all stale dated warrants (credits & debits) that were cancelled by the Auditor Controller during the specified period. Details of each warrant should be accessed. Details will go directly to the General Ledger Details screen. Select the warrant number to get to the Selection Criteria screen. Insert a “from” date that is at least six months prior and view. The Vendor Disbursement details are available by selecting the vendor number. Print this page for all stale dated warrants.
- c. In Teleosoft, query the case number on the stale dated warrant to access the file. Verify the name on the stale dated warrant to the Teleosoft information and scan the Vendor Disbursement Detail Report into the file. Check the Teleosoft, File Ledger for the date that the warrant was issued. Stale date the check through the file ledger screen. If the check is a Creditor payment, it should run on the Check Request Report automatically (no disbursement fee). If the check is a Creditor or Debtor refund, manually enter the refund through the File Ledger, “split” feature to create a pending refund for the next Check Request Report.

XIV. Escheated Funds

- a. Civil Funds will be escheated to the Auditor Controller- (Dept 991, Line Item 5898, Program 1000) by Journal Entry under the following circumstances:

The Auditor has stale dated a warrant twice and we are unable to locate a new address for the payee.

A warrant has been returned twice by mail and we are unable to locate a new address for the payee.