

Remittance of Departmental Income

Objective:	Remittance to the Finance Office of departmental income on a timely basis	Policy/Procedure Number:	05-03
Reference: <i>(All applicable federal, state, and local laws)</i>	Finance Office, County Comptroller County Law, Section 201	Effective Date:	May 19, 1992
Legislative Policy Statement:		Responsible Department:	Finance
General Information:		Modified Date (s):	
		Resolution No.:	
		Next Scheduled Review:	

I. Definitions:

II. Policy:

- A.** Departmental income must be delivered to the Finance Office on or before the tenth day of the month following the month in which receipts occurred.
- B.** Weekly deposits are recommended for departments with a higher volume of activity. Funds should be delivered no later than noon on the last scheduled workday of each week.
- C.** Year-end deposits should be delivered by noon the day prior to the last working day of the year.
- D.** All funds must be summarized with a cover sheet which identifies the income totals and appropriate account numbers. Contact the Finance Office to get an account number for unanticipated income with no established revenue account.
- E.** Transmittals to the Finance Office must be delivered. Do not send funds through interdepartmental mail or U.S. mail.
- F.** All funds must be in a secure location within the receiving department. If funds cannot be secured, they must be delivered to the Finance Office on the day received.
- G.** Departments are responsible for collection on returned checks. All entries will be reversed, and the returned check will be given to the appropriate department for further collection, including the returned check fee.
- H.** Any deviation from this policy must be authorized by the Director of Finance, Deputy County Administrator or County Administrator.

III. Procedure:

