



Jackson Hole Fire/EMS Operations Manual

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Title: **Cash, Check, Credit Card
Handling Protocol**

Division: 4

Article: 6

Revised: 04/9/2012

Pages: 2

PURPOSE

The purpose of this protocol is to establish proper procedures that protect public assets collected by Jackson Hole Fire/EMS.

SECTION I: PROCEDURE

Jackson Hole Fire/EMS will comply with this Protocol and the Teton County Policies Manual and Handbook in the handling of funds.

The Jackson Hole Fire/EMS Office Manager will act as the Cash Clerk. The Jackson Hole Fire/EMS Office Manager and the Jackson Hole Fire/EMS Administrative Assistant will act as Collection Clerks. The Cash Clerk will enter all cash transactions into QuickBooks for tracking and audit purposes. In accordance with the Teton County Policies Manual and Handbook, the Cash Clerk and the Collections Clerk will be subject to criminal background checks.

SECTION II: RESPONSIBILITY

The Cash Clerk's responsibilities include:

- Prepare cash and other deposits for submission to the Teton County Treasurer's office. A transmittal form shall be completed for all deposits to the Treasurer's office indicating the account the money is being deposited to.
- Ensure that deposits are made every third day or immediately when the amount is over \$300.00 in accordance with the Teton County Policies Manual and Handbook
- Balance the receipts daily.
- Maintain copies of all receipts for cash and checks in a folder in the Jackson Hole Fire/EMS office.
- Enter all transactions into QuickBooks and reconcile monthly for reporting to Department Head.

The Collections Clerk's responsibilities include:

- Collect cash and other payments during the day.

- Log all cash receipts into the money receipt book or QuickBooks/CityView as un-deposited funds as it is received.
- Collections Clerk will endorse all checks with a "Pay to the Order Of" stamp right away.
- Collection Clerk will receipt all credit card payments received and submit to Cash Clerk for processing with the deposit.
- Turn any checks received in the mail over to the Cash Clerk for processing with the deposit.
- Provide receipts for all cash, check and credit card transactions.
- Turn all money received and copies of receipts issued during the day over to the Cash Clerk for processing of the deposit.
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SECTION III: SPECIAL EVENTS RECEIPTS

During the year, special events are held where car seats are offered for sale. Any money collected at any such event shall be held by the Jackson Hole Fire/EMS member in charge of the event. The Jackson Hole Fire/EMS member shall log all collected cash money into a money receipt book and turn over the money along with the receipt book into the Cash Clerk the day of the event. If the event is at night, money collected and the receipt book shall be turned in at the opening of business the following day. If the event falls on a weekend, money collected and the receipt book shall be turned into the Cash Clerk at the opening of the business day on Monday.

SECTION IV: CREDIT CARDS RECEIPTS

Credit card payment is accepted for electrical permits, donations and registration to the Jackson Hole Fire/EMS Annual Shock/Trauma Conference. Credit card information from customers are processed through the Teton County credit card payment processing website, Official Payments. Confirmation receipts are printed and delivered to the Treasurer's office daily. A copy of the confirmation receipt is maintained in the Jackson Hole Fire/EMS office and entered into QuickBooks.