



CONCORD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

FISCAL MANAGEMENT

GENERAL ORDER: 03.04

CREATED: August 16, 2021

ISSUE DATE: October 1, 2022

CALEA STANDARD: 17.4.2

EFFECTIVE DATE: October 1, 2022

ACTION: Re-numbers general order dated August 16, 2021.

03.04.0 **PURPOSE**

The purpose of this general order is to establish a concise fiscal management system for coworkers assigned to Concord Police Department's Customer Service Unit and the Office of the Chief of Police.

03.04.1 **POLICY**

It shall be the policy of the Concord Police Department to provide established guidelines in conducting all fiscal matters, excluding Vice and Narcotics Special Funds, which is governed by GO 08.02 Confidential Informants.

03.04.2 **COLLECTION OF MONEY**

- A. It is necessary to accept money for various payments (all scheduled fees) as part of day-to-day operation. Funds are accepted in the form of cash, money order, financial card, or a check made payable to the City of Concord. Coworkers assigned to the Customer Service Unit and the Office of the Chief of Police are responsible for accepting the monies.
- B. All monies received as a result of authorized public transactions shall be accounted for by issuance of a receipt, listing the following information:
 1. Date;
 2. Prepared by;
 3. Receipt Number;
 4. Check No (If applicable);
 5. Paid by;
 6. Amount;
 7. Service being paid for.
- C. All cash received shall be documented on a balance sheet, ledger, or other equally effective system that shall contain a minimum initial balance, credits, debits, and balance on hand.

D. A daily bank deposit of previous day's receipts shall be made by 1:00 PM the next business day and a duplicate copy of the deposit slip shall be forwarded to the Finance Department.

03.04.3 CASH DISBURSEMENTS/EXPENDITURES

There are no cash disbursements or cash expenditures made by coworkers assigned to the Customer Service Unit or the Office of the Chief of Police.

03.04.4 DRAWER RECONCILIATION

The cash drawer located in the Customer Service Unit should be reconciled at the end of the calendar day or as soon as practicable thereafter.

03.04.5 AUDITS OF CUSTOMER SERVICE UNIT FUNDS

The Customer Service Unit monies are zeroed out at the starting balance of \$100.00 daily through the deposit process, therefore completing a daily audit of the fund. The Police Administration Manager conducts quarterly audits of all cash funds and provides to the Chief of Police his/her audit report. The City Finance Department conducts random audits of the cash funds.



GARY J. GACEK
CHIEF OF POLICE