CONCORD POLICE DEPARTMENT
GENERAL ORDER

FISCAL MANAGEMENT

GENERAL ORDER: 03.04	**CREATED:** August 16, 2021	**ISSUE DATE:** November 4, 2025
CALEA STANDARD: 17.4.2 **NCLEA STANDARD:**		**EFFECTIVE DATE:** November 4, 2025
ACTION: Amends general order dated October 1, 2022.		

03.04.0 PURPOSE

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

03.04.1 POLICY

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

03.04.2 COLLECTION OF MONEY

A. It is necessary to accept money for various payments 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 are responsible for accepting and accessing 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 should be made by 10:00 AM the next business day and a duplicate copy of the deposit slip shall be forwarded to the Finance Department.

03.04.3 SECURITY AND AUTHORIZED ACCESS

A. The Customer Service Unit Sergeant shall serve as the custodian and is responsible for the security of any cash funds.

B. The cash funds shall be secured and maintained within the Customer Service Unit area, which is regulated by key card access.

03.04.4 CASH DISBURSEMENTS / EXPENDITURES

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

03.04.5 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.

03.04.6 AUDIT OF 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 funds. The Police Administration Manager conducts quarterly audits of all cash funds and provides the Chief of Police with the audit report. The City Finance Department conducts random audits of the cash funds.



JAMES S. HUGHES
CHIEF OF POLICE