



Chapter: Department Operations
Subject: 19-22 – Cash Box Reporting at Change of Command
Effective: April 19, 2022
Supersedes: Official Order 8, Section 8.1.5, dated April 14, 2020
Distribution: Department Members

PURPOSE: This Order establishes department policy related to cash box reporting following a change of command.

19-22-1 CHANGE OF COMMAND

- A. When changes of personnel are made in command positions responsible for cash box funds, the Budget and Financial Services Division Head Petty Cash Custodian shall be contacted immediately with custodial name changes.
- B. The incoming commander, after receiving the fund in the form of cash, receipts, or vouchers in process of payment, shall complete the Cash Box Reconciliation Worksheet, ADM-002, which verifies the account is in balance. A copy shall be given to the outgoing commander as personal receipt for the fund. The incoming commander shall retain the other copy.

DIRECTOR

Annual Review Responsibility: Budget and Financial Services Division

Accreditation Standards: CALEA 17.1.1