

FISCAL ACCOUNTABILITY RULES

RULE 3.4 – RECEIPTS AND DEPOSITS

Purpose

The purpose of this rule is to document the City and County of Denver's policy as to the proper acceptance, processing, depositing, and accounting of payments received.

This rule, and the associated [Cash Handling Procedure](#), shall be read in conjunction with the following City Charter, Denver Revised Municipal Code (DRMC), and Fiscal Accountability Rule (FAR) noted to ensure compliance and understanding:

- [City Charter Article II – Mayor and Executive Departments, Part 5 – Finance §2.53 and §2.54](#)
- [Revised Municipal Code – Chapter 20 – Finance, Article III. – Disposition of Funds, Division 2. – Handling of Receipts and Procedures for Making Refunds, Sec. 36 and 38](#)
- [Fiscal Accountability Rule 3.3 – Change Funds](#)

Definitions

Business Cycle – The period beginning when receipts are accepted and ending when the receipts are deposited. This may be at the end of a shift, the end of the business day, or at any point when receipts are compiled to make a deposit.

Deposit – The act of depositing money into a City bank account. Deposits can be made electronically (imaged checks, credit cards, wires, and ACH's) or manually (cash and checks taken to the bank).

Receipts – All sources of payments:

- **Cash** – Paper currency or coin.
- **Check** – Negotiable paper instrument drawn on a bank for the authorized signer payable to a third party.
- **Credit Cards** – A plastic card having a magnetic strip or embedded micro-chip issued by a bank or other financial institution or business authorizing the holder to buy goods or services.
- **Debit Cards** – A plastic card having a magnetic strip or embedded micro-chip issued by a bank or other financial institution or business that draws funds from the customer's bank deposit account via ATM or point-of-sale transaction.
- **Electronic Funds Transfers (EFT)** – EFT transactions include Automated Clearing House (ACH) or wire transfers.

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RULE 3.4 – RECEIPTS AND DEPOSITS, CONTINUED

Rule

1. All receipts arising from the collection of taxes, licenses, fees, fines, penalties, forfeitures or from any other source whatsoever by any officer or employee of the City and County or any department thereof in their official capacity or during the performance of any official duty, must be processed in accordance with procedures established by the Manager of Finance. Exceptions to this rule must be documented and approved by the Manager of Finance.
2. Every agency/department shall ensure that all receipts stored on site are secured at all times.
3. Every agency/department shall ensure that adequate internal controls regarding separation and rotation of duties are in place in accordance with [Fiscal Accountability Rule 2.4 – Separation and Rotation of Duties](#).
4. Receipts from all sources shall be deposited into a depository account designated and approved by the Manager of Finance.
5. A deposit shall be made when the total of cash and checks to be deposited reaches \$500, or once each week, whichever comes first. For most agencies this will require daily deposits.
6. All credit and debit card activity should be manually or electronically transmitted and deposited to the bank daily.
7. All receipts must be counted and reconciled by payment source at the end of each business cycle. At least weekly, this activity shall be recorded in the City's financial system of record.
8. Checks, debit cards, and credit cards shall not be accepted for payment of an amount in excess of the required payment.
9. A proof of payment receipt from a cash register or a manual control numbered receipt shall be provided when payments are received in person.

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RULE 3.4 – RECEIPTS AND DEPOSITS, CONTINUED

10. Every agency/department accepting debit or credit cards shall comply with [Manager of Finance Rules and Regulations for Credit Card Processing and Data Security Requirements](#) issued by the Department of Finance surrounding the protection of cardholder data.
11. Every agency/department shall create an **Over/Short Resolution Plan** that addresses how it will respond to employees experiencing overages/shortages. Employees shall not under any circumstances be required to pay for a shortage from their personal funds.
12. Every agency/department shall review their cash handling policy, processes, and procedures at least annually to ensure compliance.

Procedures and Forms

The **Controller's Office** and the **Cash, Risk, and Capital Funding Division** are responsible for any procedures and forms associated with this rule.