

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

SECTION:	VIII Treasury and Cash Management	EFFECTIVE DATE:	March 1, 2009
SUB-SECTION:	4 – Cash Handling Procedures	REVISION DATE:	March 1, 2009
SUBJECT:	Policy and Procedures	PAGE:	1 of 2

INTRODUCTION

Agencies have worked to reduce the number of walk-in payment transactions by moving them online or to a lockbox application. However, in certain situations, walk-in payments are still necessary. And, some Payers will insist on making their payment with cash. Agencies should utilize the following cash handling procedures when they must accept walk-in cash payments.

PROCEDURES

Initial Receipt of Cash

Agencies receiving a significant number of walk-in cash payments each day should install a cash register. Cash received should be immediately placed in the cash register till. Agencies receiving a small number of infrequent cash payments may use a locking cash drawer or drop safe to immediately secure the cash.

Overnight Storage of Cash

Agencies should never store more than \$200 cash overnight. Cash stored overnight should always be kept in a locked cash drawer or combination drop safe. The staff receipting the walk-in cash payments (cashier) should not retain the key to the cash drawer or know the combination to the safe.

Daily Cash Reconciliation

Periodically, but not less than once a day, the cash on hand should be reconciled to the cash receipts issued to the Payers. This reconciliation should be performed by a staff other than the one collecting the cash at the walk-in location. And, the reconciler should not know the combination to the safe.

Prepping the Cash Deposit

Cash should be deposited to the bank whenever the amount on hand reaches \$200, but not less than monthly. Cash should always be placed in a sealed, clear, tamper-evident deposit bag. The bags may be obtained from the State Controller's Office (SCO). Agencies making deposits to the U.S. Bank - Pinckney Street branch must use special deposit tickets which can be obtained from the SCO. The white and yellow copies of the deposit ticket should be placed inside the bag with the cash. The agency should retain the green copy for their records. The pink copy should be sent to the SCO along with a copy of the Cash Receipt (CR) document.

Transporting Cash to the Bank

Cash Deposits < \$500

For downtown Madison agencies, cash deposits less than \$500 may be transported by agency staff to the U.S. Bank Capitol Square Madison office at 1 S. Pinckney Street. The deposit can be brought to the teller line, where the agency staff will receive a receipt. Deposits may also be made to the night deposit. The agency should contact the SCO to establish night deposit capability.

Cash Deposits > \$500

Agency staff or regular couriers should never carry more than \$500 in cash. Cash deposits that exceed \$500 should be transported to the bank via armored courier. If weekly or bi-weekly cash

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SUBJECT:	Policy and Procedures	PAGE:	2 of 2

receipts regularly exceed \$500, the agency should set up a scheduled pickup with the armored courier. If cash receipts infrequently exceed \$500, the agency should contact the armored courier to request an “on-call” pick-up (contact information available from the SCO). The agency should receive a receipt from the armored courier when the cash is picked up.

Monthly Bank Reconciliation for Depository Accounts

A staff that is not part of the cash receipt operation should reconcile any agency depository bank accounts to the monthly cash receipts.

Missing Cash

If an agency notices that cash is missing from their cash register, locking drawer or safe, they should prepare a document that describes the details of the situation, and contact the police (Capitol Police for agencies located in downtown Madison) so that an investigation may be conducted. The agency should also contact the State Controller’s Office.

SUMMARY

Agencies should utilize the above procedures at a minimum when handling cash. Please contact the State Controller’s Office – Cash Management Operations Unit with any questions.