

# **COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE**

**Subject: CSR CASH DRAWER RECONCILIATION**

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## **I. Cash Drawer Procedures**

- A. Dailey cash drawer #1 will be reconciled twice each day by 6:00 P.M. and 12:00 A.M. in order to have the deposit to the bank by 12:00 A.M. or as soon as possible.
- B. Cash drawer #2 will be maintained with \$250.00 to be used for change for drawer #1.

## **II. Reconciliation Procedures**

- A. Sort receipts by payment description.
- B. Sum payment receipts by description.
  - 1. Fines/forfeitures/bonds.
  - 2. Bar cards.
  - 3. Copies/histories.
  - 4. Miscellaneous.
  - 5. Utilities.
- C. Put totals on Reconciliation sheet.
- D. Print reports from Courtware and Community Plus.
- E. Total Community Plus reports from each teller.
- F. Enter total by teller on spreadsheet.
- G. Sort cash and checks
  - 1. Total cash by denomination

2. Total checks
  3. Enter totals for all on spreadsheets
- H. Print credit card report.
- I. Enter credit card total on spreadsheet.

The spreadsheet contains formulas that should calculate the deposit. If you have any difficulty with making the deposit balance, please call Accounting Manager Denise Stiles (678-342-7929 or Finance Director Leigh Anne Knight (770-385-2012).