


NORTHAMPTON POLICE DEPARTMENT		
Administration & Operations Manual		
Policy: Cash Fund Handling Procedures		AOM: A-111
Massachusetts Police Accreditation Standards Referenced: [17.4.2], [17.4.2.a], [17.4.2. b &c], [17.4.2.f], [17.4.2.c], [17.4.2.e], [17.4.2.e &c], [17.4.3]		Issuing Authority <hr/> John D. Cartledge Chief of Police
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I. Introductory Discussion

This directive establishes requirements for the administrative control and accounting of cash funds within the police department.

II. Cash Funds/General Management Requirements [17.4.2]

- A. The collection, safeguarding, and disbursing of cash and cash related records shall be conducted in accordance with proper accounting and auditing practices of the City of Northampton and the Commonwealth of Massachusetts.
- B. At a minimum, all cash fund accounts within the department shall be maintained as follows:
 - 1. All cash fund account transactions shall be properly documented. Account documentation shall include a record of the initial balance of the account, as well as a record of credits, debits dispersal and current balances. [17.4.2,a]

2. Receipts or documentation shall be required for all cash received and disbursed by this department. [17.4.2,b & d]
3. The City Auditor conducts a monthly review of cash deposits and disbursement accounts. [17.4.2,f]

III. Cash Disbursement Accounts

A. The Northampton Police Department is authorized to maintain two (2) cash disbursement accounts. Those are the Detective Bureau's Confidential Funds Forfeiture Account and an Administrative Petty Cash Account. [17.4.2,c]

1. Detective Bureau's Confidential Funds Account

- a. The Detective Bureau Commander shall maintain a cash fund to be utilized for the following purposes, in accordance with procedures in *AOM 0423 Confidential Funds*:
 - 1) Payment to informants.
 - 2) Purchase of contraband; and/or
 - 3) Expenses developing from an investigation where receipt of money from normal channels is not possible.
- b. Disbursement from the Detective Bureau's Confidential Funds Account can be made by the Detective Bureau Commander in accordance with procedures set forth in *AOM 0423 Confidential Funds*. [17.4.2,e]
In the absence of the Detective Bureau Commander, dispersal from the Confidential Funds Account can be made by the Chief of Police and/or Operations Division Commander.
- c. Documentation and management of the fund, as well as specific procedures for the dispersal and accountability of the funds shall be consistent with the requirements of this directive.
- d. The Administrative Captain and the Detective Bureau Commander shall audit this account at the end of each fiscal year. This audit shall be documented utilizing form *AOMA-111A – Confidential Informant Cash Fund Audit Form*.
- e. After the audit and the beginning of each fiscal year this fund will be replenished to \$500.00 with a check being drawn from the Northampton Police Department State Drug Forfeiture Account. This check shall be made out to the Chief of Police who will cash the check and replenish the cash fund with the Detective Bureau Commander. The Detective Bureau Commander will make an entry on the new fiscal year Confidential Funds Account Log as described in *AOM 0423 Confidential Funds*. [17.4.2,e] indicating the deposit and the beginning fiscal year balance of \$500.00.

3. Chief of Police's Petty Cash Account

- a. Chief of Police is authorized to have an administrative “petty cash” fund according to the requirements of Section II above. If a Petty Cash Account is utilized, the Chief will be responsible for its maintenance. [17.4.2, c & e].
- b. Petty cash should not be used for expenditures in excess of \$50.00 where circumstances permit a conventional purchase order to be used to make the purchase.
- c. Petty cash should only be utilized for expenses that cannot be charged to the department or those that because of time limitations cannot be processed through the regular accounts payable warrant system.

IV. Management of Cash Intake

- A. The acceptance of cash or check payment for fees, licenses, fines or permits shall be restricted to authorized representatives of the Records or Detective Bureau. [17.4.2,e]
- B. Accounting and management shall be as established above. Additionally:
 1. Incoming funds shall be secured within a locked drawer or container and all transactions shall be recorded. All Cash expenditures and invoices for cash expended will be recorded and a quarterly reconciliation of the fund(s) will be taken into account.
 2. A receipt shall be provided to any person from whom funds are received in person at police headquarters, including times when the records department is closed.
 3. Handling of all funds shall be closely scrutinized to ensure the proper accounting of all received funds.
 4. All fee, license and/or permit monies received by the Detective Bureau shall be turned over to the Records Bureau on a weekly basis.
 5. On a weekly basis, there shall be a total accounting of all fees, permit, and any other monies received by the Records Bureau. This report shall be forwarded to both the Office of the City Treasurer and the Office of the Auditor, as appropriate.
 6. Monday through Friday, holidays excluded, an assigned Records Bureau Member shall:
 - a. Cash-up all funds received, to include fees for:
 - 1) Copies of Police Reports.
 - 2) Auction Permits.
 - 3) License fees.
 - 4) Photos.
 - 5) Record Checks.
 - 6) Fingerprints.
 - 7) Work Permits.
 - 8) Court Witness Fees.
 - 9) Court Ordered Restitution; and
 - 10) Any other funds received.

b. Complete the Excel spreadsheet maintained on the Records Bureau computer identifying the quantities of cash and checks received in each of the categories listed above.

C. Payments for outside details shall be received and processed by the Police Department Principal Account and Records Clerk.

V. Independent Audit Procedures [17.4.3]

The City of Northampton requires the annual audits of all City Accounts, including those cash fund accounts within the Police Department. Accounts shall be audited on an annual basis in accordance with those procedures established by the city, and in accordance with state statutes governing such audits. The Northampton Police Department shall fully cooperate with such audits.