

Cash Handling for:		Admin	BOCC	Public Information
1	Does your operation accept cash payments? If yes, continue to #2. If no, please continue to #3 & #4.	Yes	Yes	Yes
2	Please give a short summary of what your current process is for cash payments.	I write a receipt in my receipt book and deposit cash with bank deposit. I have a receipt book for special event permits and public records request.	I write a receipt in my receipt book and deposit cash with bank deposit. I have a receipt book for public records request.	We accept cash for public records requests. Requestors would need to drop off or mail cash to the Administration office. The cash is logged and recieved in and then delivered to the Finance Department through the Clerk of Court. The frequency is so minute that the Finance Department processes it.
3	What operational impact or extra resources would be needed to begin accepting cash? Deposit runs, batching out, staff time to collect, etc.	N/A	N/A	
4	Please give a short summary of what changes would be needed to accommodate supporting cash payments.	N/A	N/A	

Cash Handling for:		Libraries	Animal Services	Parks & Rec
1	Does your operation accept cash payments? If yes, continue to #2. If no, please continue to #3 & #4.	Yes	Yes	No
		1. Collect the amount due. 2. Enter the amount into the register under the correct category for the transaction. 3. The register log is then filled out with the date, total amount, circle the category(s), and initials of the staff member conducting the transaction. 4. At the end of the day, the register is closed out (X & Z tape ran). 5. Once a week, all monies collected for the week are counted and balanced. 6. Amounts are entered into the daily money report by category. 7. Total amounts per category are entered on the payee sheet. 8. Prepare a deposit slip with currency, coins and check totals and take the deposit to the bank. 9. Once deposit is complete, bank verified deposit slip and paperwork are completed and sent to Finance.	1. Find the correct animal in BLDsys and select it. 2. Go to charges and place the amount of the animal in the proper field. 3. Go to payment and place correct charges in the appropriate slot, for cash, credit, or check. 4. Hit pay. Receipt is then generated from the printer. 5. Place money, check or credit slip in the drawer. 6. At the end of the day, run batch report ASCSHRPT in BLDsys. Prepare deposit bag. 7. Make sure that the amount of each category equals the amount shown on batch report. 8. If all is correct, total your drawer out. 9. Credit slips go into an envelope marked credit slips, initial and date. 10. Run a credit card batch on credit machine. Each person has their own number. 11. Credit slip goes on TOT page. Sign and date that page. 12. Pull batch report from printer. 13. Place any cash or checks in bank bag and mark receipt. Place bag into safe. 14. Run CPAYVAL. Place daily batch reports in appropriate cubby. 15. Each Friday, pull deposits out of safe, make sure totals on bag equal that of the printer totals. 16. Once deposit is complete, bank verified deposit slip and paperwork are completed and sent to Finance.	
2	Please give a short summary of what your current process is for cash payments.			
3	What operational impact or extra resources would be needed to begin accepting cash? Deposit runs, batching out, staff time to collect, etc.			1. After collecting all money and verifying all information on either the credit card, cash or check, the payment will be entered into the recreation software and applied to the individual/organizations account. 2. At the closing of each day, each staff member will verify what they collected against the cash journal report from the recreation software. 3. Once each staff member has verified their report, one staff member will print an all report that has everyone's total on it, verify it and proceed with the closing out procedures. 4. Staff will then prepare a deposit slip if necessary. On the deposit slip, the date, bag number, two staff initials verifying the deposit, and the department will be listed on the deposit slip. The deposit slip will then be put in the bag with the checks/cash and sealed and placed in the safe. 5. Any payment received after the close of business will be put in the safe and entered the following business day. 6. Deposits will be taken to the bank within 48 hours. 7. Once deposited the deposit slips with bank verification will be placed in with the corresponding closeout paperwork.
4	Please give a short summary of what changes would be needed to accommodate supporting cash payments.			1. Very little, as we currently accept checks as a form of payment. The SOP shown above is now in place to handle checks. Collecting cash will involve the same procedure as we use for collecting checks.

Cash Handling for:		Building Division	Code Enforcement	Planning and Zoning
1	Does your operation accept cash payments? If yes, continue to #2. If no, please continue to #3 & #4.	Yes	Yes	Yes
2	Please give a short summary of what your current process is for cash payments.	Cash is kept in safe. Cashiers are assigned locked bank bag. Each bag contains change funds of \$150 plus any cash received after close-out. Cashier's check larger bills for abnormalities or any signs of tampering. Cash drawers are balanced midday and end of workday. Cash is kept in locked drawer for each cashier to use during work hours. End of workday, cashiers assigned bag balanced and returned to locked safe.	Payments are processed in batches. Each cashier has their own batch. Payments are taken for SM cases for CE, SO, AS, FI, FW, & SM Liens, as well as for Lien Searches and Public Nuisance Liens. The batches are created in BBTCM and the receipt series start with "2". 1. Each cashier has their own cash drawer. The Cash drawer is used for making change when needed. 2. Cash is processed as payment in Bldsys (2). The resident is provided a Bldsys payment receipt and a hand written cash receipt (White copy). The yellow copy of the cash receipt is taped to the bldsys generated payment receipt. The cash is attached to the receipt and locked in the desk drawer awaiting deposit the following day after running the CPAYVAL report. The cash is included in the daily batch deposit. The deposits are taken to the bank by the Building Department cashier. The cashier returns the deposit receipt from the bank to the Customer service representative (Beverly). She attaches the deposit receipt to the CPAYVAL report and submits the report to Finance. **Be sure to re-lock the cash drawer each time you take something from it.**	After verifying all information and fees are correct on the application/fee sheet the cash is accepted and a receipt is given to the customer and copy of the receipt goes into our safe until a deposit is generated using a spreadsheet with deposit slip.
3	What operational impact or extra resources would be needed to begin accepting cash? Deposit runs, batching out, staff time to collect, etc.	Not Applicable	Not Applicable	Not Applicable
4	Please give a short summary of what changes would be needed to accommodate supporting cash payments.	Not Applicable	Not Applicable	Not Applicable

Cash Handling for:		Public Works	Transit	Facilities
1	Does your operation accept cash payments? If yes, continue to #2. If no, please continue to #3 & #4.	Yes	Yes	N/A
2	Please give a short summary of what your current process is for cash payments.	See attached SOP	All fares are exact change only, as the Operators do not carry cash. All fares are collected through the farebox system setup by Hernando County. The passengers place the fare into the box upon boarding. The operator does not handle any cash. Reasonable accommodation to assist the collection of the fare will take place for our ADA passengers. All transactions on all vehicles are under audio and video surveillance. At the end of the day, the fareboxes are removed by the evening supervisor and placed in the locked money room. When all boxes have been collected, the room is secured. Reconciliation takes place the following morning, staffed by no less than two (2) HCTM employees and under video surveillance. The paper money and coins are separated by denomination and placed into bank deposit bag along with the bank deposit slip and sealed. The deposit is then taken to the bank for deposit the same day by a supervisor.	N/A
3	What operational impact or extra resources would be needed to begin accepting cash? Deposit runs, batching out, staff time to collect, etc.		N/A	N/A
4	Please give a short summary of what changes would be needed to accommodate supporting cash payments.		N/A	N/A

Cash Handling for:		Tourism	Airport	Economic Development
1	Does your operation accept cash payments? If yes, continue to #2. If no, please continue to #3 & #4.	No	Yes	No
2	Please give a short summary of what your current process is for cash payments.		Tenant presents cash. A 3-part receipt is written out; original top copy is given to tenant, 1 copy is attached to cash and placed with checks to be deposited. Deposit is made within 48 hours. A printout listing all amounts received along with tenant names is sent to Clerk's office (Linda Kimball) to verify against deposit amount.	N/A
3	What operational impact or extra resources would be needed to begin accepting cash? Deposit runs, batching out, staff time to collect, etc.	There is no need for accepting cash as we do not have retail sales or other activities requiring payment.	None, already accepting cash.	Deposit is made within 48 hours. A printout listing all amounts received along with tenant names is sent to Clerk's office (Linda Kimball) to verify against deposit amount.
4	Please give a short summary of what changes would be needed to accommodate supporting cash payments.		None.	Tenant presents cash. A 3-part receipt is written out; original top copy is given to tenant, 1 copy is attached to cash and placed with checks to be deposited. Deposit is made within 48 hours. A printout listing all amounts received along with tenant names is sent to Clerk's office (Linda Kimball) to verify against deposit amount.

Cash Handling for:		Fire Rescue	Emergency Management	Mosquito Control
1	Does your operation accept cash payments? If yes, continue to #2. If no, please continue to #3 & #4.	Yes	Yes	No
2	Please give a short summary of what your current process is for cash payments.	1. After receiving cash, a receipt is provided to the customer. 2. A deposit is made to bank. 3. A copy of the receipt and the deposit slip is sent to finance. 4. The payment is applied to the customer's account.	1. After receiving cash, a receipt is provided to the customer. 2. A deposit is made to bank. 3. A copy of the receipt and the deposit slip is sent to finance. 4. The payment is applied to the customer's account.	
3	What operational impact or extra resources would be needed to begin accepting cash? Deposit runs, batching out, staff time to collect, etc.	N/A	N/A	
4	Please give a short summary of what changes would be needed to accommodate supporting cash payments.	N/A	N/A	A cash drawer would be requested in order to make change unless it was required to have exact amount due. Once cash is received, the following would occur: 1. After receiving cash, a receipt is provided to the customer. 2. A deposit is made to bank. 3. A copy of the receipt and the deposit slip is sent to finance. 4. The payment is applied to the customer's account.

Cash Handling for:		Health and Human Services	Housing	Community Redevelopment
1	Does your operation accept cash payments? If yes, continue to #2. If no, please continue to #3 & #4.	Money Orders	No	No
2	Please give a short summary of what your current process is for cash payments.	Money Orders received. Maintained in locked file until deposit memo generated and provided to Finance for deposit into specified account.		
3	What operational impact or extra resources would be needed to begin accepting cash? Deposit runs, batching out, staff time to collect, etc.	Software for recording cash. Fire-proof storage safe in secure area. Training for accepting cash and identifying fraudulent or counterfeit currency or checks, start-up cash to provide change, deposit slip, receipt slips, extra time to verify cash received at end of the day and policies.	Software for recording cash. Fire-proof storage safe in secure area. Training for accepting cash and identifying fraudulent or counterfeit currency or checks, start-up cash to provide change, deposit slip, receipt slips, extra time to verify cash received at end of the day and policies.	Software for recording cash. Fire-proof storage safe in secure area. Training for accepting cash and identifying fraudulent or counterfeit currency or checks, start-up cash to provide change, deposit slip, receipt slips, extra time to verify cash received at end of the day and policies.
4	Please give a short summary of what changes would be needed to accommodate supporting cash payments.	Software for receipt of cash. Verification of cash payments at the end of each day. Identify storage location of funds until taken to the bank or finance. Procedures will need to be established for cash.	Software for receipt of cash. Verification of cash payments at the end of each day. Identify storage location of funds until taken to the bank or finance. Procedures will need to be established for cash.	Software for receipt of cash. Verification of cash payments at the end of each day. Identify storage location of funds until taken to the bank or finance. Procedures will need to be established for cash.

Cash Handling for:		Utilities	Solid Waste	Fleet
1	Does your operation accept cash payments? If yes, continue to #2. If no, please continue to #3 & #4.	Yes	Yes	No
2	Please give a short summary of what your current process is for cash payments.	We accept cash at the cashier stations at our Admin bldg on 15365 Cortez Blvd. We also have a kiosk in the Admin lobby provided by Invoice Cloud that can also accept cash. The cashiers count and fill out a deposit slip and reconcile daily around 12:50pm to have everything completed by 2pm. Brinks truck visits daily in the afternoon to make a deposit.	We accept cash at the scalehouse at the landfill. Each drawer gets balanced and reconciled daily and then deposited the following day at the bank (except for Saturday which goes to the bank on a Monday).	N/A
3	What operational impact or extra resources would be needed to begin accepting cash? Deposit runs, batching out, staff time to collect, etc.			N/A - Internal Service Fund
4	Please give a short summary of what changes would be needed to accommodate supporting cash payments.			N/A - Internal Service Fund