

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Fiscal Responsibilities

Bureau Policy: 16.305.00 Fiscal Responsibilities

Facility Policy: (34)16.305.10 Intake Drawer Recap

A fiscal assistant will verify the intake drawer daily. The intake drawer should contain all the monies collected per shift from new arrestees booked into West Valley Detention Center. An Automated Cash Recap shift report and an Intake Balance Sheet Verification form will be completed by the fiscal assistant. All monies collected at each booking window shall be packaged, sealed in a bag and dropped into the locked fiscal box on the Bridge.

It shall be the duty of the fiscal assistant to balance all monies collected from the booking windows at each shift. After all the drawers have been verified, the total amount of money is placed in the fiscal safe and an entry is made in the West Valley Detention Center Cash Counts file.

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Bureau Policy: 16.305.00 Fiscal Responsibilities

Facility Policy: (34)16.305.15 Verification of Release Drawers

The release drawer shall be verified as follows:

- The fiscal assistant shall obtain a Release report for the individual shifts
- The release drawer should contain: Quick books Check report, Release report, Check Issued report and remaining cash
- The fiscal assistant shall:
 - Count the remaining money in the release drawer
 - Add the totals from the
 - Release report
 - Copies of checks written on the shifts

The totals and the amount of money left in the release drawer, should balance to \$0.00. If the drawer balances, the next shift will count the release drawer. This amount should match the ending amount from the prior shift.

All of the release drawers shall be verified in the same manner and the Daily Fiscal report will be filled out.

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Bureau Policy: 16.305.00 Fiscal Responsibilities

Facility Policy: (34)16.305.20 Intake/Release Drawer Overages and Shortages

After the cash drawers have been verified and the Daily Fiscal report has been filled out, overages and shortages shall be identified. Under no circumstances shall money overages be used to correct or balance money shortages.

If the overage cannot be credited to the appropriate account, it will be handled in the following manner:

- An entry will be made in the West Valley Detention Center Daily Deposit Log. The money shall be deposited into the bank account.
- Shortages determined during the audit shall be documented in the West Valley Detention Center Daily Deposit Log.

When a cash shortage is discovered, an audit shall be conducted to include:

- Recounting of cash
- Reviewing all transactions for the period
- Checking the amounts of all checks and money order to ensure the receipts were written for the correct amounts

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Facility Policy: (34)16.305.30 Shortage Fund

An initial draw of money to be used as the shortage fund is determined at the beginning of each fiscal year. When shortages or errors occur, and money is needed to balance trust accounts, each withdrawal of money must be documented in a report to the supervising fiscal specialist. When the initial money draw nears depletion and subsequent withdrawals appear necessary, the supervising fiscal specialist will authorize the preparation of a departmental request indicating the additional amount of money needed.

Cash deficits shall be reported immediately to the supervising fiscal specialist, who shall order reimbursement of the shortage from the cash difference fund.

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Bureau Policy Section: Inmate Money Release

Bureau Policy: 16.350.00 Inmate Money Release

Facility Policy: (34)16.350.00 Inmate Money Release

Using the Automated Request Slips, the inmate shall request the Inmate Property/Money Release/Clothing Exchange Form (ASU#000301). Once completed, the housing unit staff shall route the forms to the fiscal mailbox for approval/denial of request.