

CITY OF SANDY OAKS, TEXAS

RESOLUTION NO. 2021-144

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS AMENDING THE POLICY ON CASH/ASSET CONTROL POLICY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Sandy Oaks, Texas (“City”) adopted a Personnel Policy Manual providing for the policies of the City regarding employees and the City’s and employees’ duties regarding employment; and

WHEREAS, the City Council finds it to be in the public’s interest and necessary for the public’s health, safety, and welfare that the employee manuals be updated from time to time to reflect current and changing state and federal law related to the City’s employees and/or needs of the City; and

WHEREAS, the City Council finds that the amended Cash/Asset Control Policy attached hereto as Exhibit A should be approved, adopted, and incorporated into the City’s Personnel Policies Manual;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS:

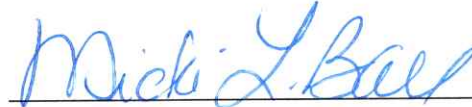
SECTION 1. FINDINGS OF FACT. The above recitals are hereby found to be true and correct legislative and factual findings of the City Council of the City and are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.

SECTION 2. APPROVAL OF AMENDED CASH/ASSET CONTROL POLICY. The City Council hereby approves the amended Cash/Asset Control Policy attached hereto as Exhibit A and incorporates such policy as amended into the City’s Personnel Policy Manual effective immediately.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately from and after the passage and approval of this Resolution.

PASSED AND APPROVED on this 9th day of December, 2021.

CITY OF SANDY OAKS, TEXAS



Micki L. Ball, Mayor

ATTEST:



Charlotte Rabe, City Clerk

Exhibit A

CASH/ASSET CONTROL POLICY

Purpose

The purpose of this policy is to establish appropriate controls for the proper handling of and accounting for cash and negotiable cash instruments within the City.

Municipal Court Receipts

Cash, check and credit card transactions will be treated as if they were cash. The cash register will be the only receptacle for cash and other negotiable instruments. As the business day begins the change in the register will be counted with only \$300.00 remaining for the next day's change requirements. Following the re-establishment of the change account, the receipts will be reconciled to the cash/checks/etc., and any overage or shortage noted prior to the days deposit being processed. Any overage/shortage reported on the daily receipt shall be brought to the attention of the City Administrator.

Departmental Transaction Receipts

All receipts from daily business including municipal court funds will be deposited in the City bank on a semi-monthly basis or when the balance exceeds \$1,000. Cash, check and credit card transactions will be treated as if they were cash. The cash drawer and current software will serve as the check and balance to reconcile and maintain the change fund of \$50. Any overage/shortage will be noted prior to the day's deposit being processed. The overage/shortage should be reported to the City Administrator or in his absence to the Assistant City Administrator and/or the Director of Human Resources or his designee.

Petty Cash

Petty cash will be handled only by the employee given this responsibility. Employees issued Petty Cash will be responsible for providing a receipt to the department where the petty cash was obtained. The City Clerk and Court Clerk are designated as the employees responsible for Petty Cash.

Cash Register

The cash register will only be handled by the employee assigned this responsibility. No employee will access the cash register at any time without specific authorization. Any persons handling monetary funds through the registers must be bonded with the City.

Building Security

Cash and negotiable instruments shall be kept in a location under lock and key at all times to limit access to such cash or negotiable instruments. Any persons not employed with the City should not be allowed to enter elsewhere other than the main City Hall foyer, unless otherwise directed by Mayor, Mayor Pro Tem, City Administrator, City Secretary, or Chief of Police. The combination to the safe will be limited to the following personnel:

- Mayor;
- Mayor Pro Tem;
- City Administrator;
- City Secretary and
- Court Clerk.