

# UW Whitewater Police



## Cash Funds

Special Instructions: CALEA 17.4.2	Number: 17.4.2	No. Pages: 2
Approved By: Chief Kiederlen	Effective Date: 1/31/2023	Revised Date: 4/30/2024

## I. Purpose

The purpose of this general order is to outline procedures for the maintenance and monitoring of all cash accounts belonging to the UW-Whitewater Police Department, and to establish procedures for collecting cash and checks paid to UWWPD.

## II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that supervisors will closely monitor all cash accounts and ensure proper handling of cash in instances where cash is received.

## III. Listing of Cash Accounts

*General Cash Fund*- This fund is controlled by the Financial Services Department of UW-Whitewater. The funds in the general cash fund are never dispersed, they are only received, although cash may be disbursed to make change. Funds are received from fingerprinting services, diversion programs, cash bond fees, or donations/merchandise sold to support the K9 Program.

*Confidential Funds*- This fund is governed by General Order (GO) 43.1.3 Confidential Funds.

UWWPD has no petty cash fund.

## IV. Procedure

- A. All funds or accounts within which UWWPD personnel are permitted to receive and maintain must document initial balances, cash received, and deposited, which shall include the balances on hand.
  1. Administrative personnel keep a ledger in an Excel file that is updated each time a transaction is made.
  2. UW-Whitewater Financial Services requires a minimum of fifty dollars in the general cash fund. This is verified each time the Administrative Specialist prepares a bank deposit.
  3. All cash received will have an accompanying receipt noting what the payment was for. A receipt will also be given to the payee.
  4. Cash, \$20 bills or greater, received will be checked with a counterfeit detector pen.

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5. Checks will be made out to UW-Whitewater
6. Receipts or documentation for checks or cash received will be kept after each sale until the next deposit is made. At that time, the receipts will be disposed of.

B. Depositing Cash Funds and Checks

1. Cash or check payments are deposited via the Cashier's Office located in the Financial Services department at UW-Whitewater. The Administrative Specialist receives a receipt of the deposit into the proper account (s).
2. UWWPD has no cash disbursement or cash expenditures.

C. Persons or positions authorized to accept cash include:

1. Administrative Staff;
2. Police Department Administration;
3. Officers trained in the use of cash fund procedures.

D. Cash funds will be accounted for as follows:

1. General Cash Fund: Balanced quarterly, and is documented in the Excel ledger. A Memo to the Accreditation Manager is also created.
2. Confidential Funds: As outlined in GO 43.1.3 Confidential Funds to include a balancing of the account each quarter.