

DEPARTMENTAL RECEIPT AND DEPOSIT OF FUNDS

I. Policy

Any County funds controlled by the Cass County Board of Commissioners and the responsibility of the Treasurer's office, received by any department within County government not having a secure vault, must deposit funds by transmittal at the Treasurer's office each day.

All other departments having a secure vault, must deposit funds by transmittal to the Treasurer's office no less than weekly.

Copies of receipts from the Treasurer's office and a daily ledger of all monies received by any department shall be maintained on file in the department.

Receipts will be issued to all payees by the collecting agent in all departments and those receipts shall be kept on file in said department. Each department head will be held responsible for any and all monies received by his or her department.

II. Department Receipt and Deposit of Funds Adoption

Cass County's Department Receipt and Deposit of Funds policy, as amended, shall be adopted by resolution of the Board of Commissioners.

Adopted April 3, 1986
Amended April 2, 2020