

UW Whitewater Police



Cash Funds

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Special Instructions:
CALEA 17.4.2

Approved By:
Chief Kiederlen

Effective Date:
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I. Purpose

The purpose of this general order is to outline procedures for maintenance and monitoring of all cash accounts belonging to the UW-Whitewater Police Department, and to establish procedure to follow for collecting cash and checks paid to UWWPD for services, events or classes conducted by UWWPD.

II. Policy

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

III. Procedure

- A. All funds or accounts within which UWWPD personnel are permitted to receive, maintain, or disburse cash must document initial balances, cash received and disbursed, and balance on hand.
 1. Administrative personnel keep a ledger in an excel file that is updated each time a cash transaction is made.
 2. There is always a minimum of fifty dollars in the cash fund. This is verified each time the Administrative Specialist prepares a bank deposit.
 3. Receipts or documentation for cash received will be kept after each sale until the next time a cash deposit is made. At that time, the receipts will be disposed of.
- B. Accounts using cash currently held by UWWPD include:
 1. Cash fund;
 2. Confidential funds, governed by General Order (GO) 43.1.3 Confidential Funds.
- C. Cash or check payments for fingerprinting fees, K9 merchandise sales, diversion program fee payments and other transactions may be accepted.
 - a. All cash received will be checked with the counterfeit detector pen.
 - b. For all payments received, a receipt will be issued.
 - c. Checks should be written out to UW-Whitewater.
- D. Depositing Cash Funds and Checks

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- a. Cash or check payments are deposited via the Cashiers Office at UW-Whitewater. The Administrative Specialist receives a receipt of the disbursement of cash or check funds into the proper account.
 - b. Cash may also be disbursed from the cash fund to make change for purchases being made.
 - c. UWWPD has no other cash disbursement or expenditures other than those that may be incurred by confidential funds as outlined in GO 43.1.3 Confidential Funds.
- E. Persons or positions authorized to accept cash include:
- a. Administrative Staff;
 - b. Police Department Management Team;
 - c. Officers trained in use of cash fund disbursement.
- F. Cash funds will be accounted as follows:
- a. Cash Fund: Balanced at least quarterly, and is documented in the excel ledger.
 - b. Confidential Funds: As outlined in GO 43.1.3 Confidential Funds.