



# POLICY AND PROCEDURE

# NO.351

## Revenue Management

Date Issued March 15, 2001	Date Effective March 15, 2001	Revision No. 2	No. of pages 3
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### PURPOSE:

The purpose of this policy is to provide guidelines for the acceptance and receipt of monies received by any police personnel or units within the Worcester Police Department. This policy is complementary to the newly implemented city policy of November 6, 1996 with regard to the receipt of money in the field of service. The implementation of this policy is to create an effective mechanism to ensure that no employee, while performing his/her official duties, is placed in a position where it appears that a Conflict of Interest Violation (M.G.L.C. 268A Sec. 17) could exist.

This policy and procedure also establishes a central location for the collection of revenue and fees paid to the department. The central register is the only location where authorization is granted for the collection of money and other acceptable manner of payment.

All summonses received by the Worcester Police Department shall be recorded in the office of the Chief of Police. The summons and travel fee shall be forwarded to the officer named in the summons. When the Keeper of the Records is named in a summons, the procedures outlined on page two of Policy 351 shall be followed.

Effective immediately, no police officer or department personnel shall accept cash or checks as a source of payment in the field for inspections, police details, licenses, et cetera. Payments for police services are to be made ONLY by personal or business check, certified check, or teller's check. ALL checks are to be made out payable to THE CITY OF WORCESTER. Cash payments will only be accepted if payment is made at the centralized location designated by this policy and procedure.

In all cases, regardless of the method of payment, written receipts will be given to the person tendering payment. A copy of these receipts will be kept and be produced and verified through current established accounting procedures of the department or when requested.

All monies received by any city officer or department under this directive must be paid by such officer or department upon its receipt into the city treasury under M.G.L.C. 44 Sec. 53. In no way should a deposit of funds take more than one full business day after the receipt of such funds.

The only instance where cash is required is when the first payment has been made by check and the check has been returned by the City Treasurer marked either "Insufficient Funds " or "Closed Account". In these cases cash will be the mandatory method of payment plus the additional fee allowed under M.G.L.C. 60 Sec 57A.

### PROCEDURE:

It is mandated that all fee generating units will refer their customers to the central register which is located on the main floor. At no time is a police officer or police official permitted to collect money on

behalf of the department. The customer is to make payment to the cashier when purchasing services. The cashier will issue receipt vouchers to the customer. This receipt voucher is considered authorization to provide the service. The customer will surrender one receipt voucher to the unit providing the service when the service process begins.

**RESPONSIBILITIES:**

**Cashier:**

The cashier is responsible for the collection of all cash and checks entering the department. This money is for the purchase of services. The cashier is to provide two copies of a receipt voucher to the customer. All fees and requests submitted by mail are to be issued receipts, and the receipt is to be attached to the letter of request.

These shall be forwarded to the service provider for action. The customer shall have one copy of the voucher as a permanent receipt. A third copy is kept by the cashier.

The cashier is responsible for totaling the receipts on a daily basis. The cashier will provide the cash and checks received, and the third copy of the voucher to the bookkeeper at the end of the business day.

**Service Provider:**

The service provider is authorized to provide the purchased service upon receiving a copy of the receipt voucher. The unit providing the service will maintain a log of all receipts received, and an internal record system of all services provided. Each unit shall maintain the internal record system, computer or manual, to reflect fee generated output that is produced daily. All output activities shall have an assigned receipt voucher number. The daily output form shall have the following characteristics added to your current system: description of service, license number if applicable, name of customer, address of customer, telephone number of customer, receipt voucher number, cost of service.

This record shall be available for auditing purposes. The service provider is to reconcile the daily output form to the receipt vouchers. This shall be conducted on a daily basis, and approved by a supervisor. The receipt vouchers and a copy of the daily output form shall be brought to the bookkeeper at the end of the business day.

**Bookkeeper:**

The bookkeeper is responsible for the reconciling of the receipt vouchers submitted by the service provider with the revenue, cash and check, and voucher copy submitted by the cashier.

This reconciliation of receipt vouchers to revenue collected shall be completed on a daily basis. A supervisor from the chief's office will sign verification of this activity.

The bookkeeper is to keep a file copy of the Treasurer's transmittal sheets, a copy of the daily output form, and the receipt vouchers. A copy of this shall be submitted to the treasurer's office.

The bookkeeper is to receive from the cashier the revenue with a copy of the vouchers sold. The service provider will submit to the bookkeeper the vouchers taken from the customer with a copy of the daily output form.

**Internal Affairs Division:**

An official assigned to internal affairs is to be assigned the responsibility for performing a periodic review of all financial transactions performed by the department. This is to include an examination of the service provider logs, a review of the cashier receipts, and a review of the bookkeeper's records.

**Chief's Office:**

The office of the chief shall serve as the central location for the mail delivery and dispersement. The office secretaries shall forward all pre-paid requests for services to the cashier. It is the policy of the Police Department that all application fees are a non-refundable administrative fee. A supervisor in the chief's office will have the responsibility to sign the bookkeeper's reconciliation of daily cash receipts.

Per:

*James M. Gallagher*  
Chief of Police

(Policy #351 Revenue Management Nov 27,1996 was revised Mar 15, 2001)

JMG:km