
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 045
EFFECTIVE DATE: 07-03-2012
REVISED:
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: TREASURER'S RECEIPTS

- I. PURPOSE:** To establish a uniform procedure for depositing funds with the treasurer and treasurer's receipts.
- II. POLICY:** The Treasurer using an automated accounting system must enter into the system information regarding all money received by the Treasurer, including the amount and source of the money and the manner in which it must be apportioned. The county treasurer must retain all of the original documentation regarding each transaction.
- A. All fees and commissions collected by elected or appointed officials and employees in the performance of their duties must be paid to the treasurer's office on the last day of the month or whenever such funds exceeds \$100.00 in accordance with Nevada Revised Statute.
 - B. The Treasurer must prepare a revenue summary, showing the account and amount to be credited, and itemize the deposit listing currency, coin and checks with the total amount being deposited.
 - C. All cash or negotiable instruments received must be deposited in the form in which they were received. Cash or negotiable instruments received must not be used to pay bills, cash personal checks, or be used in any other type of transaction.
 - D. The treasurer's office will verify the deposit and issue a treasurer's receipt to the appropriate office or department. It is the responsibility of the depositor to verify that all amounts and account are entered correctly by the treasurer's office.

RESPONSIBILITY FOR REVIEW: The County Comptroller or his/her designee will review this policy every 5 years or sooner as necessary.