BANK TRUST ACCOUNTS POLICY

POLICY NUMBER: 205	
DATE ADOPTED: November 17, 1998	
PAGE 1 of 1	

I. GENERAL

This section sets forth the policy for departments to have bank accounts outside the County Treasury.

II. POLICY

Money received by a County official or Department Head may be deposited in a commercial bank account only upon prior approval of the Board of Supervisors and the Auditor-Controller.

III. PROCEDURE

A. Moneys deposited in a commercial bank account should be cleared and deposited with the County Treasurer on a weekly basis, or more often, as recommended by the Auditor-Controller.

B. Departments shall maintain a written set of procedures, approved by the Auditor-Controller, governing controls over the account(s). Such procedures shall include, but not be limited to:

1. Immediate restrictive endorsements on checks
2. Segregation of functions of cash receipts and disbursements
3. Supervisory verification of deposits with daily cash summaries
4. Use of imprinted and pre-numbered checks
5. Documentation of approval for all payments and checks drawn
6. Adequate signature controls over checks
7. Monthly reconciliation procedures to both the commercial bank statement and County ledgers.

///
///

POLICY OF THE COLUSA COUNTY BOARD OF SUPERVISORS

HISTORY
First Adopted: 11/17/98
Amended: