

## 3-05/060.15 - Miscellaneous Fees Account Bank Deposits

The Miscellaneous Fees Account is a single account set up at the Bank of America, Los Angeles Civic Center Office. Units making deposits to this account may do so through the branch of the Bank of America most convenient to their area.

The account shall be used for the deposit of monies collected in payment of:

- Fingerprint cards;
- Citizen clearance letters;
- Accident photographs;
- Copies of reports;
- Range ammunition sales;
- Immigration clearance letters;
- Any other fee collections or special fund monies for which bank deposit is authorized;
- Cash overages;
- Repossessed vehicle fees;
- Criminal justice administration fee (Booking Fee);
- Vehicle citation inspection fee;
- Vehicle repossession fee; and
- Subrogation payments.

In addition to the normal fee collections, Stations shall also include their "Hold in Trust" cash property with the monies deposited to the Miscellaneous Fees Bank Account, as outlined in the Property and Evidence chapter.

Deposits shall be made to this account daily.

### Safeguarding Collections

The Station Watch Deputy at the public counter and the range Sergeant at each range facility shall be responsible for the security of monies received over-the-counter. Such money and receipts shall be kept under lock and key during the shift.

Watch Deputies and range Sergeants shall be responsible for the continuing audit of cash on hand resulting from fee collections. The continuing record shall be maintained on the Miscellaneous Fees Cash Record (SH-R-343). At the start of a shift, the Deputy shall enter the name of the shift (Day, PM or EM) and the date .

The Deputy shall:

- Verify the amount of money on hand with the Watch Deputy from the prior shift and if it is correct, place a full signature in the space provided;
- Enter the total cash on hand at the end of the shift, even if no collections are made during the shift; and
- If fees are collected during the shift, the total cash on hand as of the close of shift shall be entered and each transaction shall be identified (e.g. John Smith - Fingerprints) and the receipt number and the

amount of the fee shall be entered.

The amount of each fee shall be added to the prior "Total" figure and the new total entered.

Should a bank deposit be made during the shift, the amount of the deposit shall be entered under the column for "Deposit" and so identified. The Deputy shall sign each line on which he has recorded a cash transaction.

The Form SH-R-343 record shall be maintained on each shift and be kept with the cash until the next working day on which the banks are open. When the bank deposit is made, the date and the amount of the deposit shall be entered on the line following the last cash transaction which was included in the deposit.

#### Deposits with Fiscal Administration

Each deposit to Fiscal Administration shall be entered on the Miscellaneous Fees Cash Record (SH-R-343). Separate forms shall be maintained where cash fees are received at different Units of the Bureau. Each person accepting a cash payment shall enter the date, the receipt number and the amount of the cash transaction and sign a full name under the appropriate shift.

The cash and receipts shall be maintained under lock and key, together with the cash record form. The cash and the record form shall be verified by the Watch Sergeant at the close of each shift. Any discrepancy shall be brought to the immediate attention of the Watch Commander.

#### Preparation of Bank Deposit

The steps outlined below shall be used in the preparation of the deposit:

- Prepare the deposit slip (3 part slip);
- On the face of the three deposit slips, directly beneath the account identification, stamp or type in the name of the Unit making the deposit;
- On the face of the three deposit slips, directly beneath the space provided for the "Total of the Deposit," enter the following information: Deposit covers receipt #'s \_\_\_\_ thru \_\_\_\_; and
- Balance the deposit and endorse any checks or money orders (not previously endorsed) as follows: "For Deposit Only L.A. County Sheriff's Department."

#### Making the Bank Deposit

Take the money and the three deposit slips to the bank and have the teller certify (stamp and initial) two copies of the deposit slip for return to the Unit. The bank will retain the original of the deposit slip.

The two certified copies of the deposit slip shall be distributed as follows:

- Forward one copy of the deposit slip together with the Transmittal of Miscellaneous Fees (SH-AD-359) to Fiscal Administration, Attn: Revenue and Billing; and
- Retain one copy of the deposit slip for Unit files (The slip may be attached to or filed with the Miscellaneous Fees Cash Record Form).