

### **3-05/090.10 - Method of Collection**

- Cash from coin receptors shall be collected and totaled daily;
  - Cash from periodic donations or collections shall be totaled at the time of receipt;
  - Totals shall be recorded in a permanent record at the time of collection and the record entry signed by the person making the collection (Assistant Fund Administrator or his designee);
  - Cash-on-hand shall be kept in a locked cash box; and
  - The cash box, the fund check book and all blank checks shall be kept in a locked safe or drawer.
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