



State of New Mexico
County of Torrance
Resolution # 2019-09

Cash on Hand Policy

WHEREAS, the Governing Body in and for the County of Torrance, State of New Mexico met in regular session on Wednesday, February 13, 2019; and,

WHEREAS, the County departments have a need to have cash on hand for change drawers when taking payments from the public; and,

WHEREAS, Torrance County needs a policy to regulate cash on hand and the procedure to obtaining cash for cash drawers and,

WHEREAS, the County Manager and County Treasurer are hereby authorized to execute this policy; and

NOW THEREFORE, BE IT HEREBY RESOLVED that the Board of County Commissioners, Torrance County, State of New Mexico hereby authorizes this cash on hand policy with the following stipulations:

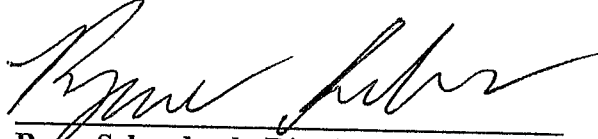
1. A form to request cash on hand be developed by the County Manager and County Treasurer to capture all the necessary information for the establishment or increase of a cash drawer.
2. The form must be approved and signed by the Department Head requesting the cash drawer, the County Manager, the County Treasurer and the Employee issuing the check.
3. A check be issued from internal bank TR to the Torrance County Treasurer.
4. The check must be approved and signed by an authorized bank signer(s).
5. The check must be endorsed and cashed by the County Treasurer.
6. The request form must be signed by an employee of the bank at the time the check is cashed.
7. A change drawer log must be completed and signed by the County Treasurer and the Department Head upon delivery of the cash to the requesting department.
8. All forms and records will be retained in the County Treasurer's office for audit review.

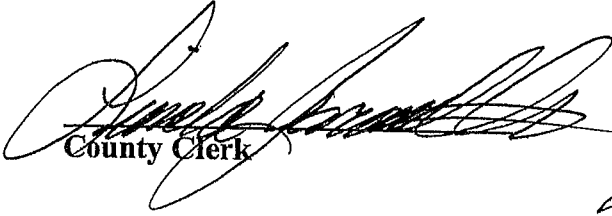
RESOLVED: In Regular Board Session this 13th day of February 2019.

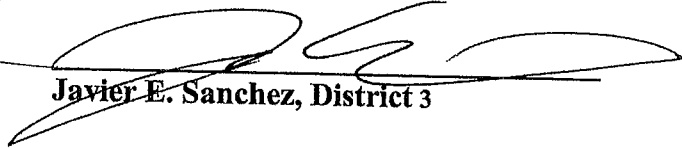
TORRANCE COUNTY COMMISSION




Kevin McCall, District 1


Ryan Schwebach, District 2


County Clerk


Javier E. Sanchez, District 3