

AA 0100 Accounts - Information Services Section - Handling Of Revenues

I. Criminal Record Checks/Fingerprints/Insurance, Lawyer Requests

- A. Payments received by Information Services Section staff will be recorded in the approved software accounting program upon receipt.
- B. All payments will be secured in the locked cash box until forwarded to the Municipal Hall Finance Department.
- C. Bi-weekly, all payment collected will be placed in a sealed envelope including a report of the amount submitted, and forwarded to the Municipal Hall Finance Department.
- D. Using the approved accounting program a reconciliation operation will be performed to ensure accountability.
- E. Bi-annual audits by the Inspector I/C Operational Support will ensure accountability in the handling of these funds.
- F. Receipts will be issued for monies under these Sections.

II. False Alarm Payments

- A. The false alarm data entry/billing clerk will receive payment and note same in the "FAST" Program (False Alarm Service Tracker). These payments shall be returned to I.S.S.
- B. Payments of false alarm invoices will be placed in a secure location so indicated in the Information Services Section.
- C. The N.C.O. I/C I.S.S. will reconcile payments received with a paid invoice summary printed from the "FAST" Program.
- D. The payments and "FAST" report will be sent to the Municipal Hall Finance Department in a sealed envelope at the end of each month.
- E. The Municipal Hall Finance Department issues receipts for the funds. These receipts are then returned to the N.C.O. I/C I.S.S. for reconciliation with the account invoices.