



## Section 7 Funds Transactions

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## CASH HANDLING PROCEDURES

***Reference: Detention Policy and Procedure Manual Section B.3 – Cash Controls and Operations, and Section B.5 Incarcerated Individual Money Orders and Checks.***

The custody information office manages numerous responsibilities including the handling of cash. The DIA assigned to the cashier window must accurately account for all funds received and dispersed, as well as all funds transactions processed in the Jail Information Management System (JIMS) during the shift. All cash received will be secured in a locked drawer at the cashier window. The cashier must have in their possession the key for the cash drawer at all times during the shift. When away from their workstation, the cashier **MUST** secure the cash drawer.

***NOTE: The on duty supervisor or watch commander is responsible for the control and access to the facility safe.***

### **VERIFY, CHECK AND RE-COUNT**

Monetary discrepancies occur for a variety of reasons such as applying money to the wrong incarcerated individual account; accepting counterfeit bills; errors in making change or mistakenly processing a funds transaction with the incorrect amount. By following the below steps, we can reduce errors and increase accuracy.

Step 1: **Verify** the amount of money involved in the transaction as well as the correct incarcerated individual account.

Ask questions, *“You would like to apply \$100 to Alan Miller, booking number 1234567?”* In the event the booking number is not known, the date of birth can be verified with the customer, i.e. *“Can you verify the incarcerated individual's date of birth?”*

Step 2: **Check** each bill of ten dollar denominations and higher with the counterfeit detector device and counterfeit pen. A visual check is also recommended for bills in denomination of \$20 and above. After verification of funds, place bills of the same denomination together and count. Always count in the view of the customer.

Step 3: **Re-Count** the money a second time in the view of the customer.  
For cash disbursements, be sure to count the money back to the customer **ALoud**.



## DEPOSIT TRANSACTION GUIDELINES

Deposits for incarcerated individuals in Sheriff's custody can be made at any detention facility, regardless of the incarcerated individual's housing location. Using Touch Pay Lobby Kiosks, customers can make deposits 24 hours a day, 7 days a week for a service fee. Deposits are also accepted at the custody information window but only during the hours of 0800-1000 and 1700-1900 daily and in the event the kiosk is inoperable.

The following are guidelines when accepting cash for incarcerated individual deposit:

- Only exact amounts of CASH will be accepted for deposit onto an incarcerated individual's account - change will not be provided.
- U.S. currency bills in denominations higher than \$20.00 will not be accepted for incarcerated individual deposits.
- Only one deposit transaction to one incarcerated individual's account will be accepted per customer per visit. When assisting professional visitors with county and/or other governmental credentials, such as an alternate public defender, attorney or law enforcement officer, deposits to multiple accounts will be accepted.
- Deposits, in amounts that will bring the incarcerated individual's account over the maximum dollar balance of \$500.00, will not be accepted, unless authorized by the on-duty supervisor or watch commander.

**There will be times when exceptions are necessary.** An example of a situation which may necessitate an exception would be, a person with more than one family member in custody wishing to make a deposit to each account. The on-duty supervisor will be the approving official for all exceptions. In the event there is no supervisor on duty, the watch commander may grant approval.

Acceptable valid identification is required to complete incarcerated individual deposits.

The following will be recorded in the JIMS under the Social Visitation Navigator PRIOR to depositing the funds:

1. Depositor's full name.
2. Date of birth.
3. Identification number.
4. Telephone number.

**The amount of money in an incarcerated individual's account, under any circumstance should not be disclosed to the public. The incarcerated individual's individual account activity is NOT public information and may only be disclosed to the incarcerated individual, if requested.**



### **FUNDS RECEIVED – ESTABLISHED PROCEDURES**

The following procedures will be followed as funds are received to ensure integrity, accountability, and security of the funds:

1. Upon receipt of funds for deposit onto an incarcerated individual's account, the DIA will count and verify the amount of cash received in the presence of the customer.
2. The total amount of currency will be verified verbally with the customer. If there is a discrepancy, it will be corrected immediately.
3. After all currency has been counted and verified, each bill will be marked with a counterfeit detecting pen and placed into a counterfeit detector device.

***Note: If counterfeit currency is detected, the currency will be returned to the customer and will not be accepted for deposit onto the incarcerated individual's account.***

4. Contaminated, soiled and/or mutilated bills will not be accepted.
5. Once the amount and authenticity of each bill has been verified, the total amount will be deposited onto the incarcerated individual's account in the JIMS.
6. After the deposit is complete, three receipts will print. A copy will be given to the customer for verification of deposit; a copy will be forwarded to the incarcerated individual as notice of the deposit. On the third copy, the DIA will:
7. Use a denomination stamp to list the amount of currency received.

### **RELIEF DURING BREAKS/LUNCH (If applicable)**

During breaks/lunch the primary DIA will secure the cash drawer and maintain the key. Prior to breaks/lunch the primary DIA will provide the relief DIA with a printed copy of the Cash Drawer Activity report. Both employees will indicate their ARJIS beside the last funds transaction completed. The relief DIA will secure the funds processed in an alternate designated location (per facility guidelines).

At the conclusion of breaks/lunch the relief DIA will provide the primary DIA with a printed copy of the Cash Drawer Activity report. Both employees will indicate their ARJIS beside the last funds transaction completed. These reports will be maintained and submitted along with the fund's receipts. The relief DIA will verify their funds received and processed with the primary DIA. After verification, the relief DIA's funds and paperwork will be given to the primary DIA.



## DEPOSIT TRANSACTIONS - OPERATIONAL PROCEDURES

IMS>Admin>Visitation>Social Visitation

1. Highlight/Click on Visitor Info on the Navigator
2. Check to see if the visitor is listed
  - If **“No Matches Found”** or person is **not** listed, click Add button
  - Fill in all required visitor’s information (name/address/phone) click Save
3. Under the Social Visitation Navigator, click “Funds Transactions”
  - Click Add.
  - Transaction: select INDEP (Incarcerated Individual Cash Deposit) from the pick list.
  - Fund Type: select CASH from the pick list:
  - Amount: enter the deposit dollar amount
4. Click on Party Details tab:
  - FROM PARTY: Enter depositor’s full name, address, phone number
  - TO PARTY: Enter incarcerated individual's booking number, click Find
  - If incarcerated individual's name appears with no Account Type specified, click New Account
    - Select General and click OK
5. If incarcerated individual's name appears with GENERAL Account Type, click Save
6. Three receipts will automatically print out, distribute them as follows:
  - (1) to incarcerated individual
  - (1) to the customer
  - (1) to the cash drawer
7. Click Close.

## TOUCHPAY KIOSK PROCEDURES

Using Touch Pay's Lobby Kiosk is similar to using an ATM, deposits can be made to an incarcerated individual's account in minutes by following the steps below.

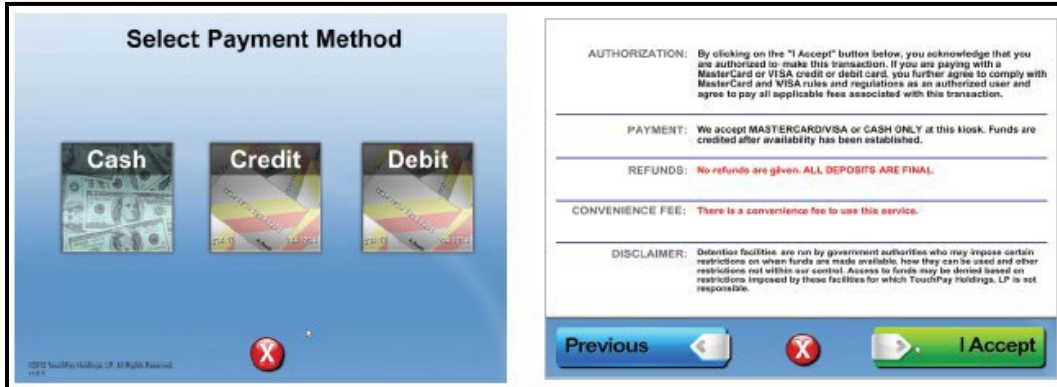
The Depositor/Customer:

1. Selects their language.
2. Selects Commissary to make a deposit.





3. Selects their payment method and continues through the process if they agree to the terms, which states there is a fee for the service.



4. Enters the incarcerated individuals booking number # and confirms identity. A search tool is available if the depositor does not know the booking number # so they can search by name.

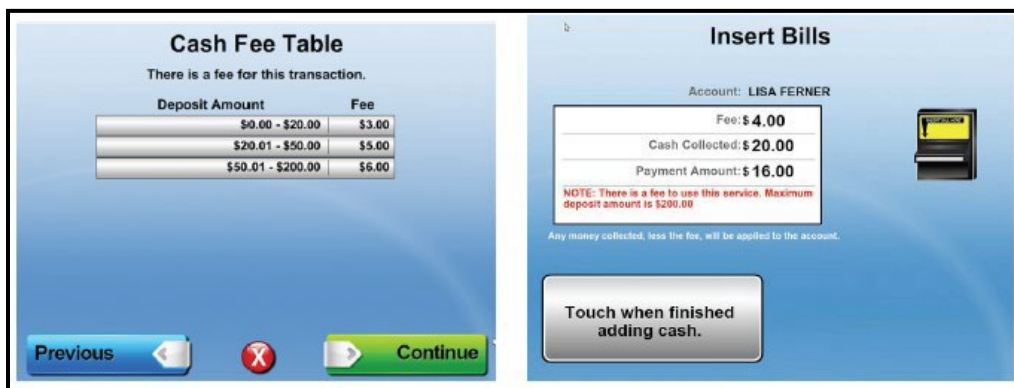


5. Provides their information by either swiping or scanning their driver's license or state issued ID. For those without ID, can enter their information manually, followed by an identification confirmation screen (not shown).

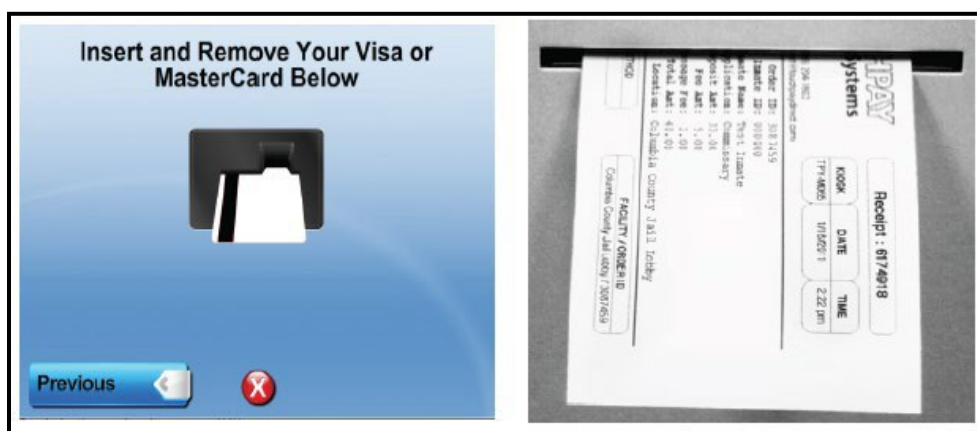




- If CASH was the payment method: a cash fee table is displayed, the depositor continues and inserts their cash, and receives a printed receipt once their transaction is complete.



- If Credit/Debit Card was the selected payment method; the deposit amount is entered, confirmation is required, and the user inserts their card as shown and receives a printed receipt once their transaction is complete.



In the event the KIOSK becomes inoperable, contact the on duty supervisor immediately.



## INACTIVE INCARCERATED INDIVIDUAL ACCOUNT

If the incarcerated individual has an account status of

"I" for inactive: Configuration>System

Tables>Account Maintenance

1. Enter booking number.
2. Click Find.
3. Highlight and select incarcerated individual's name.
4. Change status from *I* to *A*.
5. Click Close.
6. Save changes.

## TRANSFERRING FUNDS FROM A HISTORICAL ACCOUNT TO AN ACTIVE BOOKING

IMS>Funds>JIM Transactions

1. Enter active booking number.
2. Click Find.
3. Highlight incarcerated individual's name.
4. Click on JIM Transactions.
5. Select ***Transfer to an Active Book Account.***
6. Number of receipts: 1.
7. Click Save.
8. Close.

The incarcerated individual has access to the funds immediately. Forward the receipt to the incarcerated individual's ~~his~~ location.

***NOTE: If account is inactive must activate account before proceeding.***





**WITHDRAWAL TRANSACTIONS**

Requests from the public to withdraw funds from an incarcerated individual's account are not permitted, except in the event of extenuating circumstances. The on-duty supervisor or watch commander will be the approving official for all exceptions.

The following examples are guidelines and are not intended to be all inclusive:

- Hardship – When an incarcerated individual is arrested with money and a family member, spouse, or cohabitant requests funds due to financial hardship, the request will be considered. Examples of hardship could include rent money, payment of bills, etc. It is imperative we exercise sound judgment when making discretionary decisions.
- Bail Agents – In accordance with current policy and procedures, the incarcerated individual will maintain the right to self-bail and/or disburse funds to a licensed bail agent.
- Bail Agents will no longer be required to wait until the incarcerated individual has "Cleared" processing before they can request property or funds from the incarcerated individual.
- We will no longer allow bail agents to post bail, and request Cash or Property Disbursements at the same time. It is expected the agent will submit the bond after they have secured the incarcerated individual's money or property.

Upon approval, the on-duty supervisor will proceed as follows:

- Complete and initial the Authorization for Cash Disbursement J-50 form.
- Forward the form and make the appropriate notification to the incarcerated individual's housing unit/floor.
- The incarcerated individual will be required to sign the form authorizing the withdrawal in front of a sworn staff member. The witnessing deputy must also sign the J-50 form and return to the custody information office.

Completed forms will be retained in the custody information office up to 24 hours. All funds will be obtained by the on-duty supervisor, upon completion of a safe-out transaction. If no supervisor is available, notify the on-duty watch commander or designee. In the event neither a supervisor nor designee is available, the disbursement will carry over to the next shift.

EM 0000

<input checked="" type="checkbox"/> CDF	<input type="checkbox"/> LCDF	SAN DIEGO COUNTY SHERIFF'S DEPARTMENT	
<input type="checkbox"/> DDF	<input type="checkbox"/> SBDF	DETENTION FACILITY SERVICES	
<input type="checkbox"/> EMD	<input type="checkbox"/> VDF	AUTHORIZATION FOR CASH DISBURSEMENT	

Balance \$ 250<sup>00</sup> Date 12-5-07

DO NOT WRITE ABOVE THIS LINE

Inmate's Name: WNEAD ONE Bkg. No. 999999 Housing Unit BE  
LAST FIRST INTETAT

PAY TO: WHITE BETTY MOTHER \$ 200<sup>00</sup>  
LAST FIRST INTETAT Relationship

Write dollars in words TWO HUNDRED DOLLARS AND NO/100<sup>00</sup>

[Signature] Inmate's Signature [Signature] 1224 Witnessing Deputy's Signature

DO NOT WRITE BELOW THIS LINE

Payee Identification 0A B123456 Received by X 01-12-1996

J-50 (Rev 12-85)

**CASH DISBURSEMENT J-50 FORM CHECKLIST**

1. Check the facility box where the incarcerated individual is housed.
2. DATE – Print the date of the request.
3. INCARCERATED INDIVIDUAL'S NAME – Print the incarcerated individual's name (Last, First, MI).
4. BKG. NO. – Print the incarcerated individual's booking number.
5. HOUSING UNIT – Record the incarcerated individual's housing area.
6. PAY TO – If the incarcerated individual is posting self-bail, print self-bail on this line. If the money is going to another party, print the individual's name. **DO NOT LIST BAIL BOND AGENCIES. THE NAME OF THE PERSON TO RECEIVE THE MONEY MUST BE PRINTED.**
7. RELATIONSHIP – Print the relationship of the person to receive the money, i.e., wife, mother, husband, bond agent.
8. \$\_\_\_\_\_ - The numerical dollar amount of the authorized disbursement is recorded on this line, i.e., \$20.00.
9. WRITE DOLLARS IN WORDS – The written amount is recorded on this line, i.e., Twenty dollars.
10. INCARCERATED INDIVIDUAL'S SIGNATURE – The incarcerated individual is required to sign the form **PRIOR TO ANY CASH DISBURSEMENT.**
11. WITNESSING OFFICER'S SIGNATURE – A witnessing deputy is required to sign the form **PRIOR TO ANY CASH DISBURSEMENT.**
12. PAYEE IDENTIFICATION – After the top half of the form has been completed and returned and the payee (Name recorded on the PAY TO line) is at the custody information window, the DIA will record the payee's identification number and date of birth on the form.
13. RECEIVED BY X – The payee will sign the receipt showing they have received the funds. **Complete the JIMS transaction from a fresh screen before dispersing any funds.** The amount may have decreased from the time the balance was initially recorded.
14. The original white copy will be attached to the cash drawer balancing report. The duplicate pink copy is forwarded to the incarcerated individual.

***NOTE: Any changes made to the form (prior to disbursement of funds), by the incarcerated individual, witnessing deputy/or other party, automatically voids the transaction. A new form will be initiated by the on-duty detention processing supervisor or designee.***



## WITHDRAWAL TRANSACTIONS-OPERATIONAL PROCEDURES

To perform a withdrawal, the DIA will first verify if a cash disbursement form has been completed, as well as ensure the availability of funds from the incarcerated individual's account. Once verified, the following procedures must be followed:

1. Perform a safe-out transaction in the JIMS, only if not enough funds in the cash drawer to complete transaction (must match amount on the cash disbursement form).
2. Perform incarcerated individual withdrawal transaction in the JIMS (must match amount on the cash disbursement form).
3. Provide the on-duty supervisor with the signed Authorization for Cash Disbursement (J-50 form), Safe-Out receipt and Incarcerated Individual Withdrawal receipt to obtain the cash needed from the facility safe to complete the disbursement.

Once the payee reports to the facility to request the approved disbursement, the DIA can then complete the Safe-Out and Incarcerated Individual Withdrawal transactions to retrieve the funds from the supervisor while the payee waits.

***NOTE: Ensure an on-duty supervisor is available PRIOR to performing the Safe-Out and Incarcerated Individual Withdrawal transactions. If no supervisor is present, notify the on-duty watch commander or designee. In the event the watch commander or designee is unavailable, the disbursement will carry over to the next shift.***

## **SAFE OUT- OPERATIONAL PROCEDURES**

IMS>Funds>Transactions

1. Click the ADD button at the bottom of the screen.
  - Transaction Type: select SAFEOUT.
  - Fund type: select CASH.
  - Amount: enter the amount you are withdrawing from the safe.
2. Click on PARTY DETAILS.
  - For the FROM PARTY click on the FIND and select CASH IN SAFE.
  - Next, under the TO PARTY click on FIND and select CASH IN CASHIER DRAWER.
3. Click SAVE.
4. Print Receipt.

Deliver to the on-duty supervisor stamped with the cash denomination stamp (not filled-out) to obtain the cash requested. The on-duty supervisor will be responsible for filling out the amounts for each denomination given.



## WITHDRAWAL FROM INCARCERATED INDIVIDUAL ACCOUNT- OPERATIONAL

IMS>Funds>Transactions

1. Click Add.
  - Transaction: select INMTWITH (Incarcerated Individual Cash Withdrawal/Disbursement).
  - Fund Type: select CASH from the pick list.
  - Amount: enter the authorized dollar amount.
2. Click on Party Details tab.
  - FROM PARTY: Enter incarcerated individual's booking number, click Find.
  - TO PARTY: Enter information for person receiving the withdrawal.
3. Click Save, three receipts will automatically print out.
4. Click Close.

***NOTE: A signature is required from the receiving party on all three copies PRIOR to the disbursement of funds.***

Receipt distribution:

- (1) Incarcerated Individual
- (1) Person receiving the withdrawal
- (1) Attach to Cash Drawer Balancing Report (with signed white copy of J-50 form)



**FINAL RELEASE DISBURSEMENTS**

Custody information staff is responsible for disbursing all funds to incarcerated individual being released out of Sheriff's custody.

Before disbursing funds, check fund balance:  
IMS>Inquiry>Booking Summary

***NOTE: When amount owed reflects in the Fund Balance, there is no need to transfer funds to history.***

**FINAL RELEASE DISBURSEMENTS - OPERATIONAL PROCEDURES**

Upon verification of fund balance, funds are disbursed as follows:

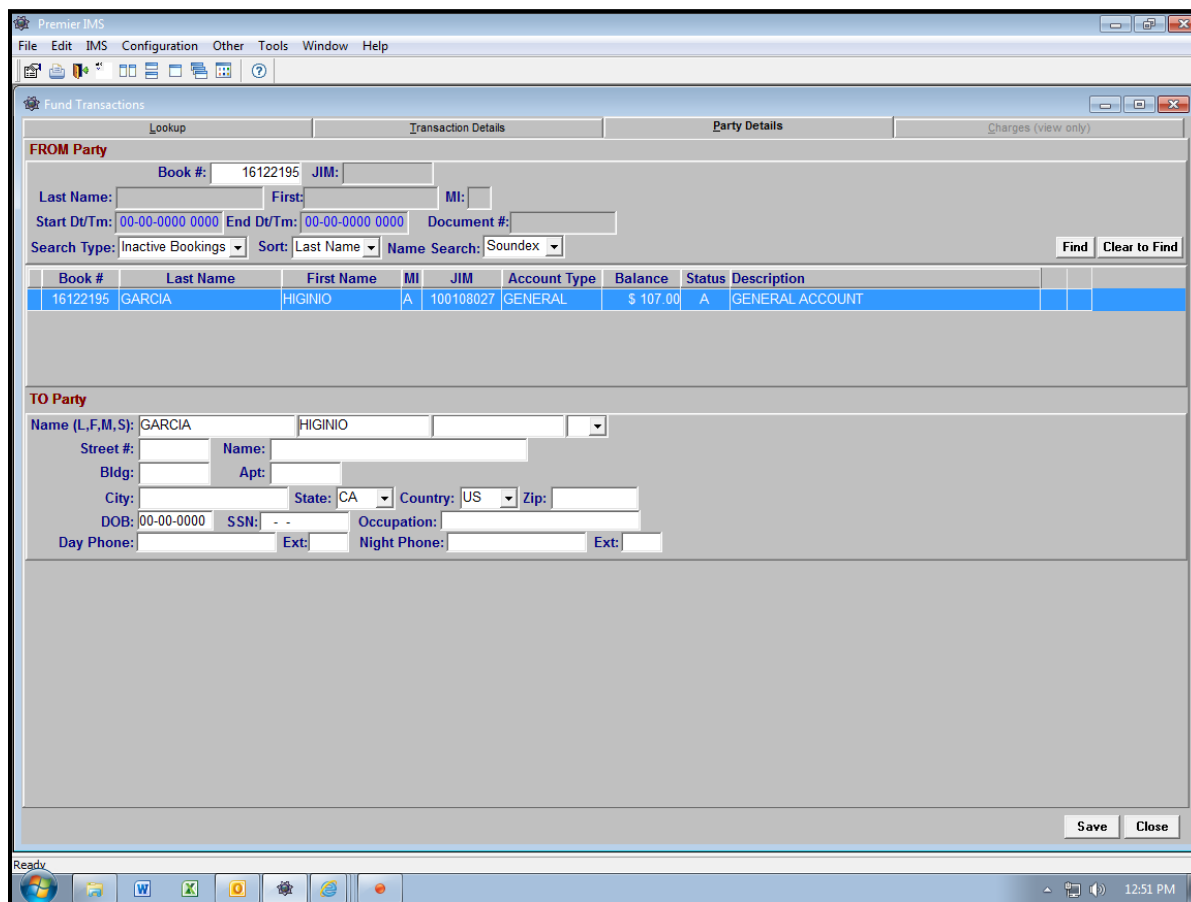
IMS>Funds>Transactions

1. Click Add.

- Transaction: select FINREL Final Release of Incarcerated Individual Funds.
- Fund Type: select CASH from the pick list.
- Amount: enter dollar amount.



2. Click on Party Details tab.
  - FROM Party:
  - Enter booking number.
3. Click Find.
  - Incarcerated Individual's information will display.
  - TO PARTY: Enter incarcerated individual's last and first name.
4. Click Save, two receipts will automatically print out.
5. Have incarcerated individual sign both receipts.
  - Copy goes to former incarcerated individual.
  - Copy is retained by cashier.



### VIEWING AN INCARCERATED INDIVIDUAL'S ACCOUNT ACTIVITY

If there are questions relating to an incarcerated individual's fund balance at the time of release.

IMS>Funds>Balancing>Account Balancing/Activity

1. Enter booking number.
2. Click Find.
3. Highlight and select the incarcerated individual's name.
4. Select ACTIVITY as the Report Type (DO NOT BALANCE).
5. Click View.
6. Account will reflect all transactions.



INTAKE K-Cash incarcerated individual had at time of intake  
 INDEP- Cash deposit received at the custody information window  
 EINDEP-Cash deposit received via Touch Pay Kiosk  
 COM-Commissary purchase  
 COMRET-Commissary return refund  
 CADEP-Trustee pay (\$3.50 a week)

### OUT OF CUSTODY DISBURSEMENTS

Reasons for outstanding balances or amounts owed to incarcerated individuals are generally commissary credits entered after release. On occasion, individuals released return a short time later to recover funds owed. Custody information staff will be responsible for disbursing any amounts owed.

### VERIFICATION OF FUNDS

Utilizing the Booking Inquiry or Master Card Summary Screen, enter the individuals last known booking number and verify the Amt Owed Incarcerated Individual. Upon verification, the out of custody disbursement is processed as a historical withdrawal.

The screenshot shows the 'Booking Summary' window in Premier IMS. The 'Amt Owed Inmate' field is highlighted with a red circle and contains the value '\$ 30.00'. Other fields include JIM: 400064108, Book #: 14702345, Fund Bal: \$ 0.00, Name (L,F,M,S): OROZCO, JOSE BENICIO, Res Status: RELS, Area Stat: -----, Fac: RELS, Area, HU, Cell, Bed, DOB: 11-28-1986, Desc.: H, Sex: M, Height: 5' 06", Weight: 155, Hair: BLK, Eye: BRO, POB: OCEANSIDE, CA, SSN: 569-91-9692, Skin, Glasses, W/W Intake: C, Final: A, Max Class: F, Book Dt/Tm: 01-10-2014 2037, Sent. Dt, Sent Length, Projected Release Date, Release Dt/Tm: 07-31-2014 0642, Final Release Type: DOC, Agency Released To: Cal Inst for Men - Chino, Temp Release Type, Agency Released To, Reason, Sent Out Dt/Tm, Due Back Dt/Tm, CONFINEMENT RECORD Currently at: 000, Home Base: 000, Temp Use: 00-00-0000 0000, Weekender Flag, Reactivate Booking: N, HS #, Archive Loc1, Archive Loc2. Buttons at the bottom include Booking Maintenance, View Criminal History, View Current Charges, Save, and Close.



Once the DIA has verified Amount Owed Incarcerated Individual, the following procedures must be followed:

1. Transfer funds to history.
2. Perform safe-out transaction in the JIMS, only if not enough funds in cash drawer to disburse funds.
3. Perform out of custody withdrawal in the JIMS.

### TRANSFER FUNDS TO HISTORY- OPERATIONAL PROCEDURES

IMS>Funds>Release Funds

1. Enter the booking number.
2. Select General under Summary of Accounts.
  - Enter the Cash amount under Disbursement.
  - Hit Tab.
4. Select **Transfer to History** on the bottom of the screen.

Book #: 15703029 Name: Briseno, Rafael Fac: 3 Area: 3 HU: C Cell: 148 Bed: T

Summary of Accounts		Disbursement		
Account	Balance	Currency	Check #	Amount
<input checked="" type="checkbox"/> GENERAL	\$ 11.87	CASH		\$ 11.87
		CHECK		
Checked Total:	\$ 11.87			\$ 11.87

**Recipient**

Name (L,F,M,S): BRISENO RAFAEL

Street #: 324 Name: S FREEMAN ST

Bldg: Apt: A City: OCEANSIDE

State: CA Zip: 92054-0000 Country: US

**Description**

Transfer to History Save Close

**NOTE: Funds must be transferred to history prior to disbursing funds. A JIMS transaction cannot be performed if that step is skipped.**





### **SAFE-OUT – OPERATIONAL PROCEDURES (if applicable)**

IMS>Funds>Transactions

1. Click the ADD button at the bottom of the screen.
  - Transaction Type: select SAFEOUT.
  - Fund type: select CASH.
  - Amount: enter the amount you are withdrawing from the safe.
2. Click on PARTY DETAILS.
  - For the FROM PARTY click on the FIND and select CASH IN SAFE.
  - Next, under the TO PARTY click on FIND and select CASH IN CASHIER DRAWER.
3. Click SAVE.
4. Print Receipt.
5. Deliver to the on-duty supervisor stamped with the cash denomination stamp (not filled-out) to obtain the cash requested. The on-duty supervisor will be responsible for filling out the amounts and number of denominations given to the requesting employee.

### **OUT OF CUSTODY WITHDRAWAL - OPERATIONAL PROCEDURES**

IMS>Funds>JIM Transaction

1. Enter the search criteria (inactive booking number and/or name) and click Find
2. Highlight the correct record, and click the JIM Transaction button located at the bottom right hand of screen
3. Click on ***Disburse Funds***.
4. Enter the total Cash.
5. Enter the individuals' name.
6. Receipts: 2
7. Click Save, and Close.

### **RECEIPTS (BEFORE DISBURSING CASH)**

Both receipts must be signed by the person receiving the funds.

- 1 to the person receiving the funds
- 1 maintained with your cash drawer and attached to the balancing report.



## **END-OF-SHIFT CASH DRAWER BALANCING**

At the end of the shift, the cash drawer will be balanced to a zero balance following the steps below. Operational procedures for each step follow on the next page.

Detentions information assistant responsibilities:

### **Step 1 Cash Drawer Activity and Verification of Funds**

Prior to the end of shift (time designated by facility), generate and print a Cash Drawer Activity report. Verify funds in cash drawer with the Cash Drawer Activity. Any discrepancies must be reported IMMEDIATELY to the on-duty supervisor.

### **Step 2 Safe-In Transaction**

Complete a safe-in transaction for the total amount of currency in cash drawer. Stamp the Safe-In funds receipt with the cash denomination stamp and accurately note the amounts of all cash received. Sign and ARJIS the safe-in funds receipt.

### **Step 3 Cash Drawer Balancing**

First, VIEW the Cash Drawer Balancing report to verify if the ending balance reflects \$0.00. If correct, proceed with the balancing.

If a different amount is indicated, this reflects a shortage or overage and the on-duty supervisor must be notified IMMEDIATELY. Every attempt to investigate and resolve the discrepancy must be made PRIOR to balancing the cash drawer.

### **Step 4 Balancing Report and Verification of Funds by the oncoming DIA**

Sign and ARJIS the cash drawer balancing report and forward to the on duty supervisor.

1. Attach all funds receipts from incarcerated individual deposits to the printed cash drawer activity report (from Step 1).
2. Attach safe-in/safe-out funds receipts (from Step 2), cash disbursements to the cash drawer balancing report.

Forward the complete Cash Drawer Balancing report, funds receipts, safe-in/safe-out transactions to the on duty supervisor



**WITH THE OFF GOING DIA PRESENT, THE ON COMING DIA WILL:**

1. Count and verify the amount of currency received against the Safe-In funds receipt. After verification, ARJIS the funds receipt.
2. Review the balancing report for accuracy and ensure the balance reflects \$0.00. After review, ARJIS the balancing report.
3. Give the Cash Drawer Balancing report, Safe In funds receipt to the on-duty DPS.
4. The DPS will ensure that balancing reports with actual transactions and computed ending balances reflect \$0.00 and will include a signature and ARJIS # on the bottom of the report. If any discrepancies are discovered, they will be resolved per established procedures prior to the end of the shift.
5. The cash drawer balancing reports will be scanned and saved for backup purposes. At the beginning of each day, A-shift supervisors will gather the original cash drawer balancing reports with transactions only for all three shifts. Original reports with no transactions are not needed. The cash drawer balancing reports along with all original Authorizations for Cash Disbursements forms will be forwarded to FSD staff via interoffice mail.

**CASH DRAWER BALANCING - OPERATIONAL PROCEDURES**

Prior to balancing, all monies received during the shift must be verified with the balance in the JIMS. Each DIA is responsible for completing a Safe-In transaction and balancing their assigned cash drawer according to the steps below.

**Step 1 Cash Drawer Activity**

IMS>Funds>Balancing>Cash Drawer

1. Choose Activity in Report Type.
2. Click View and Print.

***NOTE: Count monies and verify total on Cash Drawer Activity report. If totals do not match, notify the on-duty supervisor immediately and investigate for possible reasons. Adjustments can only be made prior to balancing.***

**Step 2 Safe-In Transactions**

IMS&gt;Funds&gt;Transactions

1. Click on the ADD button at the bottom of the screen.
  - Transaction Type: select SAFEIN
  - Fund Type: select CASH
  - Amount: enter the amount you are depositing to the safe (must be the same amount reflected in JIMS)
2. Click PARTY DETAILS.
3. FROM PARTY click on FIND and select CASH IN CASHIER DRAWER.
4. TO PARTY click on FIND and select CASH IN SAFE.
5. Click SAVE.
6. Print Receipt (stamp with denomination stamp and note the amounts of currency received).

**Step 3 Cash Drawer Balancing**

IMS&gt;Funds&gt;Balancing&gt;Cash Drawer

1. Report Type: Balancing - This will enable the Starting Balance field and lock in the Start and End Date/Time
  - Enter \$0.00 as Starting Balance. You must type over the \$0.00
  - Click Balance
  - Click PRINT
  - The Ending Balance should reflect \$0.00
  - Click Close

**Step 4 Balancing Report**

1. The Cash Drawer Balancing Report will include:
  - Any Safe-Out/Incarcerated Individual Withdrawal/Cash Disbursement receipts
  - Total currency during shift attached to Safe-In transaction receipt
  - Activity Report from the beginning of shift with all funds receipts

**Step 5 – SHIFT CHANGE**

The off-going and on-coming DIA will **view** the cash drawer activity on screen and verify a \$0.00 balance.

IMS&gt;Funds&gt;Balancing&gt;Cash Drawer

- Choose "Activity" in Report Type
- Click View



## **REPORT OF CASH DIFFERENCE**

A Report of Cash Difference will be completed when the Cash Drawer Balancing report reflects an amount other than \$0.00. Part A will be completed for cash shortages and overages. Signatures are required from the on-duty supervisor and DIA. The form will then be forwarded to the Detentions Accounting Supervisor at mail stop O41. A copy of the form can be forwarded to the facility Accounting Department with the balancing report.

### **PART A – REPORT OF ACCOUNTABILITY**

1. Department Name – Record the detention facility name or initials.
2. Cashier – Print the Detentions Information Assistant's name and ARJIS number.
3. Location of Loss – Print the exact location, i.e., Window 1, Window 2, etc.
4. Time – Record the time the discrepancy was discovered.
5. Date – Record the date the discrepancy was discovered.
6. Accountability for: – Check "Other."
7. \$ \_\_\_\_\_ (Next to Other) – Record the dollar amount from the "Total Fund to Account For" line of the balancing Report on this line.
8. Less: Cash and Cash Items on Hand – Record the dollar amount on the "Total Cash on Hand at the End of Shift" line of the balancing Report on this line.
9. Difference – Write the difference on the \$ \_\_\_\_\_ line.
10. Cause of Shortages – Circle the applicable item from the listed options. If "Other", print a brief explanation.
11. Composition of Loss – Print "Currency."
12. Cashier Signature – The DIA will sign this line.
13. Date – The date of the DIA signature.
14. Department Head Approval – The on-duty DPS or Watch Commander in the absence of an on-duty supervisor will sign this line.
15. Date – The date of the on-duty DPS or Watch Commander signature.



County of San Diego  
**REPORT OF CASH DIFFERENCE**

BATCH NAME:

Shortage

Overage

MTB-D: \_\_\_\_\_  
 MTB-T: \_\_\_\_\_

MTB-D: \_\_\_\_\_  
 HOFI: \_\_\_\_\_

**PART A – REPORT OF ACCOUNTABILITY**

Department Name: \_\_\_\_\_ Teller/Cashier: \_\_\_\_\_

Location of Loss: \_\_\_\_\_ Time: \_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_  
HR MIN (AM/PM) Date: \_\_\_\_\_

Accountability for:  Collections  Petty Cash  Other ..... \$ \_\_\_\_\_  
 Less: Cash and cash items on hands ..... \$ \_\_\_\_\_  
**DIFFERENCE** ..... \$ **0.00**  
 (A negative amount will indicate a shortage; a positive amount will indicate an overage)

<u>Cause of Shortages:</u>		
Presumed error in making change	Burglary *	Mysterious Disappearance *
Counterfeit money	Robbery *	
Other (explain below)		
_____		
_____		
Composition of loss: _____ <small>(currency, negotiable, other)</small>		

Teller/ Cashier Signature: \_\_\_\_\_ (Date)

\* Department Head Approval: \_\_\_\_\_ (Date)

\* On a separate paper provide any other information that may be useful in recovering the loss from an insurance carrier.

**PART B – SHORTAGE**

To be deposited in the County Treasury MTB-D Name: \_\_\_\_\_ \$ \_\_\_\_\_

MTB-T Description: \_\_\_\_\_

- Minor shortages (<\$100) deposited in the County Treasury should be accumulated and submitted for reimbursement from the Auditor's Trust Fund monthly.
- Major shortages can be submitted at anytime.

Reimbursement of Petty Cash ..... \$ \_\_\_\_\_  
 Other ..... \$ \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**PART C – OVERAGE**

Receipt Issued:  
 Date: \_\_\_\_\_ Receipt No. \_\_\_\_\_ \$ \_\_\_\_\_

Deposit in County Treasury:  
 Date: \_\_\_\_\_ MTB-D Name: \_\_\_\_\_ HOFI: \_\_\_\_\_ \$ \_\_\_\_\_

Signed: \_\_\_\_\_



## KNOW YOUR MONEY

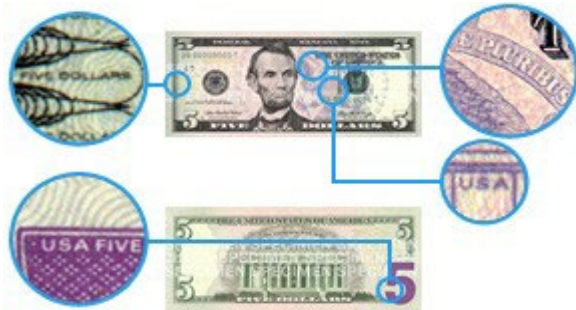
Visit [www.moneyfactory.com](http://www.moneyfactory.com) for detailed information on U.S. Banknotes.

U.S. currency is the most commonly counterfeited currency in the world. Counterfeiting is an enormous problem due to various factors such as, software and advances in color copying, which make it easier to produce high quality, counterfeit currency. As cash handlers, use extreme caution in accepting currency and exercising the knowledge gained with some the following factors:

**Paper:** Genuine U.S. currency is printed on special paper (part cotton and part linen). Close inspection reveals randomly placed, hair-like red and blue chopped silk fibers impressed on the paper.

**Portrait:** The genuine portrait looks lifelike and stands out from the fine screen-like background. Counterfeit portraits look more one-dimensional, lifeless, and flat.

**Microprinting:** The Federal Reserve imprints currency stock with “micro” printed letters. These letters are too small to be copied. As cash handlers, become familiar with the location of the microprinting on each bill.



**Federal Reserve and Treasury Seals:** A universal seal to the left of the portrait represents the entire Federal Reserve System. A letter and number beneath the left serial number identifies the issuing Federal Reserve Bank.

**Serial Numbers:** On genuine currency, the second digit of the serial number corresponds with the number of the Federal Reserve District in which the bill was distributed.



**Watermarks:** A watermark of the portrait is visible when the bill is held up to light. The watermark portrait should match the portrait of the bill itself.

**Security Thread:** A thread embedded vertically in the paper indicates the denomination. This thread glows under ultraviolet light with different colors for different denominations.



**Color Shifting Ink:** On denominations greater than \$5, the numeral on the lower right on the front looks green when viewed straight on but black from an angle.