



County of Santa Clara

Policy Name: Cash Handling Policy

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Policy Type: Administrative

Category: Fiscal and Budget

Policy Name: Cash Handling Policy

Policy Owner: Controller-Treasurer Department

Policy Purpose

The purpose of this policy is to provide County entities with proper policies and procedures for handling cash in the form of coins, paper currency, or any form of negotiable instrument.

Policy Summary

The [**Cash Handling Administrative Guide**](#) contains policies and procedures that should be followed by all County Departments and all special districts governed by the Santa Clara County Board of Supervisors. The document is recommended as required reading for managers, supervisors, and employees whose duties require them to perform cash handling activities. All departmental staff required to handle cash must be familiar with this document. Department heads should ensure that the **Cash Handling Administrative Guide** is readily available to these individuals as a reference in carrying out their day-to-day cash handling activities and in training new staff.

Additionally, the **Cash Handling Administrative Guide** should be used as a guide for the development of internal policies and procedures in departments and special districts.



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The **Cash Handling Administrative Guide** is available at <https://sccconnect.sharepoint.com/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Documents/Cash-Handling-Administrative-Guide.pdf>.

Deviations from the Cash Handling Policy and Procedures

Occasionally, unique operating requirements exist in a department that requires deviation from the **Cash Handling Administrative Guide**. Deviations from the **Cash Handling Administrative Guide** must receive prior approval in writing from the Controller-Treasurer.

Procedures

See the **Cash Handling Administrative Guide**, available at <https://sccconnect.sharepoint.com/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Documents/Cash-Handling-Administrative-Guide.pdf>.

Definitions

For the purposes of this policy, the following definition applies:

- 1) **"Cash"** means any coin or paper currency, or any form of negotiable instrument. Examples of negotiable instruments are checks, cashier's checks, bank drafts, traveler's checks, and money orders.

For more definitions, see the **Cash Handling Administrative Guide**, available at <https://sccconnect.sharepoint.com/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Documents/Cash-Handling-Administrative-Guide.pdf>.



Frequently Asked Questions

None.

Related Policies

- Acceptance of Electronic Fund Transfer Payment Methods - <https://saecommon.sccgov.org/countypolicy/Acceptance-of-Electronic-Fund-Transfer-Payment-Methods.pdf>
- Managing Unclaimed Money - <https://saecommon.sccgov.org/countypolicy/Unclaimed-Money.pdf>
- Petty Cash (Revolving) Funds - <https://saecommon.sccgov.org/countypolicy/Petty-Cash-Revolving-Funds.pdf>

Related Forms and Information

- Cash Handling Administrative Guide - <https://sccconnect.sharepoint.com/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Documents/Cash-Handling-Administrative-Guide.pdf>
- September 12, 2017 Controller-Treasurer Department Memo - [\[url\]/sites/policies/FormsrelatedtoPolicies/Cash-Handling-Administrative-Guide-Change-Memo-091217.pdf](#)

History

Date	Changes Made
5/07/2019	Cash Handling Administrative Guide updated.
1/14/2019	Links Updated. (David Bruno)



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9/14/2017	Link Provided to C/T Memo (Kyle Larson)
9/01/2016	References to Cash Handling Administrative Guide Updated.
6/01/2015	Cash Handling Policy Updated.
3/18/2014	Policy uploaded. (John Myers)