

DEPARTMENTAL REVENUE WARRANT

General

Departments should submit revenue to the Finance Office using the standard Revenue Warrant found on S drive in the Forms folder under Accounting. According to County policy, any amounts up to ten thousand dollars must be sent to the bank within 72 hours of receipt. If the amount of dollars received is over ten thousand dollars it should be sent to the bank within 24 hours of receipt.

Warrant Procedure

Items should be listed on the standard warrant. Record the proper date of receipt, description of entry, account number, and amount on the standard warrant. All appropriate back up material or copies thereof should be submitted with the warrant and filed in back of it in the same order as it is listed on the face of the document. Every revenue item should have some form of backup which should clearly state the basis for the income (e.g. notices, receipts, letters, etc.).

Cash should be verified and submitted in a locked bank bag or with a receipt clearly stating the amount included, though small cash amounts are submitted in an envelope and dropped into the black lock box. Receipt forms can also be found in the S drive Forms folder under Accounting. Checks should be submitted with a clear copy attached by the Associate Accounting Analyst ("AAA"). An exception to the check copy procedure can be made where a separate system is established to track the checks such as the Civil, Nursing Home, or Registry of Deeds checks. These checks already have been recorded on a separate system.

Electronic Entries

Wire Transfer credits, Automated Clearing House (ACH) or Electronic Fund Transfer (EFT) credits should be kept together on separate warrants as they already have been deposited into the bank. They only need to be recognized on the accounting system by being placed on the same standard warrant as above. Copies of the bank notice and other support material for backup should be included in sequence at the back.

Abatements and Refunds

The standard Revenue Warrant form mentioned above should be used. Abatements should be clearly marked, along with the expense account which

Approved _____

Date _____

was originally charged for payment, in the account number area of the standard form. A copy of the original invoice or other paper work should be included as backup. The A/P warrant, date of payment and original amount paid should be noted for reference. Refunds should be handled in the same manner. Any item that was paid in a prior year cannot be abated or refunded for those past years as the books are closed for those periods. The funds received thus become miscellaneous revenue in the current year. A request for Restatement of Prior Year Fund Balance is then prepared and presented to the AM.

Miscellaneous Other

Checks should be made out to Rockingham County or the submitting department within the County. If a check is included which is made out to an individual, such as a refund, paycheck, or stipend, the check should be endorsed over to the County in entirety (e.g. "pay to the order of Rockingham County" and then have the payee sign the check below this endorsement).

If a portion of the amount belongs to the individual, a separate accounts payable warrant should be included with copies and proper backup, clearly stating the reason for payment should be made for refund of that portion (e.g. mileage for jury duty). The entire check is deposited into the County's General Fund with the portion due back to the employee charged to the A/P line item. The accounts payable warrant mentioned above will then be submitted by the AAA to the A/P person in Finance for payment.