

Cash Handling Policy and Procedures

Purpose: Provide direction for City of Madeira Beach Departments in the collection, custody, and reporting of cash, and outline specific cash handling procedures for department use.

Policy:

- All incoming cash should be acknowledged by receipt when accepted or received by mail and forwarded to each Department for processing within one business day, using the Aclarian Cash Receipts form to indicate where the funds should be deposited.
- Cash should never be unattended. This applies to cash registers, desktops, and cash drawers. If an employee leaves his or her workstation for any reason, regardless of how briefly, cash must be appropriately secured in a locked place.
- Unauthorized persons should not be allowed in areas where cash is handled.
- Doors should be locked at all times in areas where cash is handled.
- Large sums of cash should be counted and handled out of sight of the general public.
- Individuals should keep working cash funds to a minimum at all times. Excess funds should be in a locked device or deposited in the Accounting / Finance Office.
- Cash received must not be used for making change, petty cash purposes, etc. Expenditures or refunds cannot be made from cash receipts.
- For overnight storage and during other periods when cash is not being used, it should be kept in a safekeeping device, either a safe or locked container.
- Under no circumstances should an individual keep cash with their own personal funds, deposit City funds in a personal bank account or take funds to one's home for safekeeping.
- Responsibility of each department:
 - a. Ensure appropriate stewardship of public funds.
 - b. Protect employees from risk by following policies and procedures.
 - c. Provide for the safekeeping and timely, accurate deposit of funds.

Deposits

Persons/Areas Affected: All City of Madeira Beach departments receiving cash.

- Departments must deposit cash within one business day after collection or receipt of such cash.
- The timely deposit of cash received provides for improved control of funds which reduces the risk of loss due to errors, carelessness, or theft.
- Cash held overnight must be secured in some form of locking device, such as a safe or locking file cabinet.
- All checks must be properly endorsed upon receipt.
- Expenditures or refunds cannot be made from cash receipts.

Responsibilities: It is the responsibility of each department receiving any cash to:

- Meet next-business-day deposit requirements.
- Provide appropriate and accurate information when presenting deposits.
- Safeguard deposits.

General Information

- Cash include currency, coins, checks, credit card settlement reports, and electronic fund transfers. All incoming cash should be acknowledged when accepted by each department for processing by using the Aclarian Cash Receipts form. For help completing the Cash Receipts form, refer to Cash Receipts Entry Form, on page 31-36.
- Cash may be payment for various fees, rebates, or refunds. For a complete list of revenue types, refer to [Aclarian Chart of Accounts](#).
- Departments holding special events, workshops, conferences, repairs from neighboring cities or issuing invoices that are not recorded as a part of an accounts receivable should notify the Finance Department so that incoming checks and transfers can be readily identified for deposit to the proper fund/revenue account.

Accepting Payments

CURRENCY PAYMENTS

All currency received from walk-in customers is to be receipted immediately on sequentially prenumbered cash receipts form in Aclarian, CivicRec or through a cash register (Marina). Currency should be counted in the presence of the person presenting it for payment. Currency notes of \$20.00, \$50, and \$100.00 should be checked using a counterfeit Detector pen or machine. A copy of the receipt should be given to a walk-in customer. No foreign currency is ever accepted.

CHECK PAYMENTS

Checks of all types received in-person or through the mail, should be reported immediately by the Department, and drop to the designated roller safe provided near the Finance Office. Walk-in customers should receive a pre-numbered cash receipts in Aclarian, CivicRec or cash register receipt. Documents enclosed with mail payments are to be date stamped by employee opening the mail. All checks made out to the City of Madeira Beach must be deposited to the City of Madeira Beach fund.

Every check or money order must be reviewed for completeness as follows:

- Verify that account holder's name, address, and phone number is included on the check. A daytime phone number is preferred.
- Verify that the check has a bank name listed, and that the routing number, customer's bank account number, and check number are encoded on the bottom edge of the check.
- Note the date. Do not accept a postdated check (a check with a date in the future), or agree to hold the check for future deposit.
- Verify that amount written in numbers matches amount written in words. If different, make special note on the cash receipt so that the Finance Department can handle appropriately. In general, banks will honor the written amount over the numerical amount.

CONDITIONS FOR ACCEPTANCE OF CHECKS

There are several different categories of checks. They should all be handled as checks.

- Cashier's Check: A check purchased at a bank for any amount; the bank completes all information on the face of the check with a bank officer signing as the maker.

- **Certified Check:** A personal check that is written by the account holder and then stamped and signed by a bank officer on the front of the check.
- **Money Order:** An item purchased at a bank, post office, or other business establishment for any amount up to \$1,000.00. The bank completes only the amount information.
- **Traveler's Check:** A special check supplied by banks or other companies for the use of travelers; these checks already bear the purchaser's signature and must be countersigned and dated in the cashier's presence.
- **Personal Check:** A written order payable on demand, drawn on a bank by a depositor; a personal check is written against an individual's checking account as opposed to a cashier's check, certified check, money order, or traveler's check, all of which are written against bank funds.
- **Starter Check:** A non-personalized encoded check that a person receives from a bank when they establish a checking account. These are for the person's use prior to receiving encoded checks from the bank. However, they should only be accepted if the bank has encoded the routing number and account number on the bottom of the check.
- **Foreign Check:** A check written on a foreign bank. Even if the check amount is written with "USD" following it, it cannot not be paid in U.S. currency unless it states on the front of the check that it is payable through a U.S. bank. If a foreign check is accepted, make special note on the cash receipt so that the Cashier's Office can handle appropriately. (See also Foreign Currency and Checks)

FOREIGN CURRENCY AND CHECKS

Only US currency (coins and bills) is accepted. Checks drawn on foreign banks or issued in foreign currencies require special processing by the Finance Department only. Collection on such checks can take the Treasury several days or weeks to receive the funds. The initial deposit to the department's fund will be the amount reflected on the check, even though it is in a foreign currency. The Treasury will process the item and negotiate the exchange rate. Any exchange rate differences will be charged to the depositing department, as a reduction of the deposit (debit to revenue account listed on the original cash receipt).

SAFEGUARDING CASH

Departments receiving any cash are responsible for safekeeping and timely deposit. Departments should do the following:

- Drop checks to the designated drop box provided at the Finance Office immediately. Not later than 4PM
- Deposit all cash using Brink's 24/SEVEN online portal within one business day not later than 4PM and drop the deposit bags to Brinks' safe.
- Deposits should be made more frequently if the department lacks secure safekeeping for holding funds.
- All cash held overnight should be in a secure area.
- If a department finds isolated events where it is unable to comply with the next business-day deposit requirement due to unusual circumstances beyond its control, it is encouraged that the department document the reasons for the occurrence and retain the documentation in department files, as this may prove beneficial to the department in the event of an audit.

CASH DEPOSITS

Visual guide on how to create a digital currency and coin deposit to Brink's 24/SEVEN - refer page 23-30.

CREDIT CARD BATCHES

Credit card payments are completed when a batch settlement is transmitted. All credit card payments must be settled and submitted for deposit daily. A Settlement Report must accompany a completed Cash Receipts Record. The Settlement Report (goes by various names depending on the credit card reader or machine used for processing), is a summary of transactions for a specific date or date range and lists the total number of transactions and the total dollar amount. Most Settlement Reports will subtotal by types of credit cards used, and by charges versus credits/refunds.

DEPOSITS MADE DIRECTLY TO A BANK BRANCH

There are some instances that the Finance Departments deposit directly to a designated bank. Use a pre-encoded deposit slip. A copy of the deposit slip (yellow or pink or actual copy) is sent as back-up. Scan and file to the W drive.

Guidelines for completing a bank deposit:

- Date the deposit slip.
- Note the department revenue code on the deposit slip.
- List coin and currency separately in area provided.
- List checks.
- Sort all cash in front of checks, faced and in order of denomination.
- Endorse all checks.
- Include Traveler's checks with checks.

DONATIONS

Donations made to the department, even if for general department use, are considered restricted funds. This money should not be commingled with general funds. These funds are spent in accordance with BOC ordinance and must not be overdrawn.

CASH AS A REDUCTION OF EXPENSE

Cash receipts which may be deposited as a reduction to expense are very limited. Vendor refunds may be the result of overpayment, returned prepayment, returned defective merchandise, credit for early payment, etc.

Handling NSF returned items:

Non-sufficient funds (NSF) checks are checks that are returned from the bank to the Finance Department, due to lack of funds in the individual account to cover the item. Finance Department calls the attention of the department receiving the checks for them to pursue the customer to settle payments. (refer to Fees and Collection Manual). a Journal Entry will be processed by the Finance Department to reverse the NSF payment (debit to department revenue account).

Additional Sources of Information

- Petty Cash & Change Fund Policies and Procedures – page 6-14.

- Cash Handling for Special Event – page 15-16.
- Cash Handling Process – page 17-18.
- Cash Receipt Entry form by Department – page 19-23.
- Brink's 24/SEVEN Process – page 24-31.
- Cash Receipts Entry Process – page 32-36.
- Accounting Revenue Codes – page 39-43.

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Petty Cash & Change Fund Policies and Procedures

Article I. General Provisions

Section 101. Purpose

These policies and procedures provide for the establishment and use of petty cash funds and change funds and addresses the issues of accountability, security, replenishment, and appropriate uses of petty cash funds and change funds.

Section 102. Administration

The (Assistant) Finance Director shall be responsible for the administration and maintenance of the City Petty Cash and Change Fund Policies and Procedures but may delegate responsibilities to the Accounting Manager as he/she sees fit.

Article II. Definitions

Custodian: A Petty Cash Fund Custodian or a Change Fund Custodian.

Petty Cash Fund: A supply of cash necessary to make immediate payments for the purchase of authorized items. This fund requires replenishment.

Change Fund: A specific amount of money placed in the custody of an individual for the purpose of making change while conducting City business. The amount on hand should remain the same at all times; therefore, these change funds do not require replenishment.

Accounting Manager: A staff member in the Finance Department who has the authority to disburse petty cash and change funds and administer the funds according to the policies and procedures established by the City. This staff member must approve issuance of all petty cash and change funds.

Petty Cash Fund Custodian: A full-time permanent employee of the City responsible for maintaining the security, accountability, and replenishment of a petty cash fund.

Change Fund Custodian: An employee of the City responsible for maintaining the security and accountability of the change fund.

Finance Department: Offices are in the City Hall building located at 300 Municipal Drive, Madeira Beach, FL 33708.

City: The City of Madeira Beach, Florida.

Article III. Uses of Funds

Section 301. Petty Cash Fund

Use of petty cash funds is encouraged for purchases of low-priced items from local vendors where the costs of establishing a purchase order, processing an invoice, and writing a check would substantially increase the cost of the transaction. The maximum limit for purchases from petty cash funds is \$ 50.00 per purchase unless a Department Director provides prior written approval. Petty cash funds may not be used to avoid other established purchasing procedures, nor may total orders be split into smaller increments to avoid this \$ 50.00 limit. As with all expenditures, petty cash may only be used to obtain goods and services necessary to carry out official City functions. Petty cash transactions must follow City disbursement policies and procedures. Petty cash funds may not be used to:

- Cash checks
- Make loans
- Make advances
- Reimburse travel-related expenditures or to make travel advances
- Pay wages or pay overtime for any employee
- Pay expenses relating to the use of private motor vehicles, including mileage and fuel
- Provide floral tributes, small gifts and other tokens of appreciation, or prizes and awards
- Make purchases that would not be approved under normal policies and procedures

Failure to adhere to these policies will result in the Petty Cash Fund being recalled and/or disciplinary actions up to, and including, termination.

Section 302. Change Funds

The use of change funds is limited exclusively for the making of change in receiving amounts due to the City. Change funds are not to be used for check-cashing or loan purposes, making advances for any purpose, or for a petty cash fund.

Article IV. Establishing Funds

Any City Department which needs to establish a petty cash fund or change fund should complete the Cash Fund Application form. The form is to be submitted to the Accounting Manager, who will review and approve the application. Upon approval, the amount approved will be withdrawn from the City's Operating Account bank account and used to establish the authorized petty cash or change fund.

No petty cash or change funds are to be established by withholding receipts. All receipts are to be brought to the Finance Department for deposit each business day.

Article V. Securing Funds

Petty cash funds and change funds must be secured at all times. The funds must remain on the premises of the City in a locked box and in a locked location (desk drawer, file cabinet, vault, etc.). Petty cash funds and change funds may not be placed in a bank account, or kept in the Custodian's wallet or purse, or otherwise commingled with personal funds. Change funds may not be used to cash checks or to make loans or advances. It is the direct responsibility of the Custodian, and the Custodian's supervisor, to ensure that proper safeguards are established. Repeated overages and shortages will result in the loss of petty cash fund or change fund privileges and may result in disciplinary actions.

Article VI. Procedures

Section 601. Petty Cash Funds

When a request for a petty cash reimbursement is made to the Petty Cash Fund Custodian, the item will need to be listed on the petty cash voucher. A description of the item charged should be recorded together with the amount. A vendor receipt must be received by the Petty Cash Fund Custodian for the amount of the request in order for the request to be approved. The recipient of the petty cash funds must sign the petty cash voucher to indicate receipt of the funds. The paid receipt should be attached to the voucher. All paid information should remain in the locked petty cash box until it is time to replenish the fund. Please see Article VII. Replenishing Funds.

The petty cash box is to be locked at all times when the Petty Cash Fund Custodian is not disbursing or replenishing the fund. The locked petty cash box is to be kept in the locked file cabinets (vault, etc.) within the department.

The total of cash and original itemized receipts for purchases in these funds should remain at the established amount at all times. The fund should be balanced at least monthly, and records kept. The Petty Cash Fund Custodian has sole responsibility for this fund. Any unexplained discrepancies will be resolved by the Accounting Manager through the Petty Cash Fund Custodian.

Section 602. Change Funds

The change fund cash is to be maintained by the Change Fund Custodian for use in making change. The change fund is to be counted daily and a record maintained for all cash overages or shortages. The Change Fund Reconciliation form is to be used for the daily reconciliation of the change fund. The Cash Over/Short form is to be updated each time the change fund balance increases or decreases due to a cash overage or shortage. All monies received are to be brought to the Finance Department no later than the following business day.

The cash in these funds should remain at the established amount at all times. The Change Fund Custodian has sole responsibility for this fund. Any unexplained discrepancies will be resolved by

the Accounting Manager through the Change Fund Custodian. Cash shortages reduce the amount of the change fund's cash until the shortage is restored. Please see Article VII. Replenishing Funds.

Article VII. Replenishing Funds

Section 701. Petty Cash Funds

The petty cash fund shall be operated on an imprest basis. This means that when it is time to replenish the petty cash fund, the Petty Cash Fund Custodian shall total out the expenses incurred and identify those expenses by general ledger account number. When the Petty Cash Fund Reimbursement form is submitted for payment, it should indicate the total amount needed to bring the fund back up to the original balance.

Reimbursements for petty cash funds should be requested as needed, but no later than the last day of each month. The Petty Cash Fund Custodian must complete the Petty Cash Fund Reimbursement form and sign, date, and attach all receipts (originals only) to the form. This form can be found on the City's Workgroup (W:) drive.

Section 702. Change Funds

The change fund is to be restored and a reconciliation of the change fund completed on a daily basis. The amount in the fund must always balance to its authorized amount.

In the event that a change fund has a shortage and needs to be restored, the Petty Cash Custodian in the Finance Department will restore the funds with a petty cash voucher. The change fund department's expense account should be utilized to restore the fund to its authorized amount. The description area of the petty cash voucher must contain the statement, "Restoring Change Fund #XXX." Please attach a copy of the Change Fund Reconciliation form and Cash Over/Short form to the petty cash voucher. The Change Fund Custodian will sign the petty cash voucher and place the cash in the change fund, thereby restoring the change fund to its authorized amount.

Article VIII. Increasing, Decreasing, and Closing Funds

The Department Head may request an increase to or decrease to or to close a petty cash fund or change fund by completing the appropriate section of the Cash Fund Application form. In order to decrease or close a petty cash fund or change fund, the Department Head will need to bring the appropriate amount of cash to the Finance Department.

Any time there is a change in the custodian or department head, an updated Cash Fund Application form is required to be submitted to the Accounting Manager for approval.

Article IX. Periodic Reviews

All petty cash funds and change funds are subject to unannounced audits and/or cash counts by the Finance Department. The Custodian must have the petty cash fund or change fund available at all times. These periodic reviews, performed quarterly, are performed to determine whether the department is in compliance with the City's petty cash and change fund policies and procedures. The review will be performed with the Custodian present. The audit results will be presented to the Finance Director, who will determine the appropriate course of action in the event of any discrepancies.

Article X. Infrequent Fund Needs

Section 1001. Petty Cash Funds

Infrequent petty cash needs by departments can be accommodated by the Finance Department. Call Ext. 229.

Section 1002. Change Funds

Departments needing a change fund for a limited period of time, such as during a special event, are to request a temporary change fund by completing a Cash Fund Application form and sending it to the Accounting Manager. The description is to specify the type of receipts to be collected, the dates the change fund will be needed, the name of the person authorized to receive the change fund from the Finance Department and the denominations and quantity of each coin and currency required.

Article XI. Questions

All questions regarding petty cash and change funds are to be referred to the Accounting Manager (727) 391-9951 ext. 243.

CHANGE FUND RECONCILIATION

Please complete and forward this form to:

Finance Department, 300 Municipal Drive, Madeira Beach, Florida 33708

(Department)

(Change Fund Name)

(Date)

CASH ITEMS ON HAND AT CLOSE OF BUSINESS DAY

Cash \$ _____

Checks \$ _____

Credit Cards \$ _____

Other Cash Items \$ _____

A. Total Cash Items \$ _____

RECONCILIATION OF CHANGE FUND AND RECEIPTS

B. Receipts \$ _____

C. Total Cash Items minus Receipts (A-B) \$ _____

D. Change Fund Balance at Beginning of the Day \$ _____

E. Cash Overage or Shortage (C minus D) \$ _____

(Custodian's Signature)

(Date)

Forms: Petty Cash - Change Fund Reconciliation

CHANGE FUND RECONCILIATION

Please complete and forward this form to:

Finance Department, 300 Municipal Drive, Madeira Beach, Florida 33708

Department _____ Change Fund Name _____ Date _____

CASH AND CASH ITEMS ON HAND AT CLOSE OF BUSINESS DAY		
Currency:	Detail	Totals
1's.....dollars.....	\$	
2's.....two dollars.....	\$	
5's.....five dollars.....	\$	
10's.....ten dollars.....	\$	
20's.....twenty dollars.....	\$	
50's.....fifty dollars.....	\$	
100's.....one-hundred dollars.....	\$	
		\$
Coins:		
\$ 1.00.....dollars.....	\$	
\$ 0.50.....half-dollars.....	\$	
\$ 0.25.....quarters.....	\$	
\$ 0.10.....dimes.....	\$	
\$ 0.05.....nickels.....	\$	
\$ 0.01.....pennies.....	\$	
		\$
Checks, Credit Cards and Other Cash Items in total by category:		
Checks.....	\$	
Credit Cards.....	\$	
Other Cash Items.....	\$	
		\$
Total on hand (enter on line D below)		\$
RECONCILIATION OF CHANGE FUND AND RECEIPTS		
Receipts by category:		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
A. Total Receipts.....	\$	
B. Change Fund Balance at Beginning of the Day.....	\$	
C. Total to be Accounted For (A plus B).....	\$	
D. Cash and Cash Items on Hand at End of the Day (Total on Hand from above).....	\$	
E. Overage or Shortage Today (D minus C).....	\$	
F. Change Fund Balance at the End of the Day (B plus E).....	\$	

(Custodian's Signature)

(Date)

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Cash Handling Process FY2022

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Forms: Petty Cash – Cash Fund Application

CASH FUND APPLICATION	
Please complete and forward this form to: Accounting Manager, 300 Municipal Drive, Madeira Beach, Florida 33708	
TO REQUEST A NEW FUND:	
Please indicate action by placing an "X" to the right of the appropriate choice:	
Petty Cash Fund _____	Change Fund _____
Temporary Change Fund _____	
Amount \$ _____	
What is the purpose of the fund:	
Physical location of the fund (office & building):	
How will the fund be safeguarded:	
TO MAKE A CHANGE TO AN EXISTING FUND:	
Petty Cash Fund Name _____	Change Fund Name _____
Please indicate action by placing an "X" to the right of the appropriate choice:	
Increase Amount _____	Decrease Amount _____
Close Fund _____	
Change Custodian _____	Change Department Head _____
Change Location _____	
Reason for the change:	
Please increase/decrease cash amount From \$ _____ To \$ _____	
New physical location of the fund (office & building) _____	
Date funds to be Picked Up: _____ Date funds to be Returned: _____	
I certify that I have read and understand the Petty Cash and Change Fund Policies and Procedures:	
Custodian:	_____ (Print Name) _____ (Position)
X _____ (Signature)	_____ (Date)
Department Head:	_____ (Print Name) _____ (Position)
X _____ (Signature)	_____ (Date)
Approval:	
Accounting Manager: X _____ (Signature) _____ (Date)	
Petty Cash Fund Name: _____ Change Fund Name: _____	
General Ledger Account Number: _____	

CASH HANDLING FOR SPECIAL EVENTS

All events with expected revenue of \$1,000 or more must plan for a secure cash drop and security escort. This must be arranged with the Finance Department, at least 5 working days prior to your event.

1. Notify the Finance Department indicating that you will be collecting cash at a Special Event and notify the cash collection date and time/s.
2. Sign out a drop box cash bag and secure tag with the Finance Department.
3. Notify the Finance Department of the approximate time you would like to arrange your cash drop. If you are expecting to collect a large sum of money or will be taking money for a long period of time, it is recommended that you arrange several different cash drop times.
4. The Finance Department or the Department managing the event will arrange for a security escort to go with you to take your cash bag to the nearest drop box.
5. The cash bag then needs to be picked up from the Finance Department the business day following your event.
6. Funds can then be deposited at the bank; the cash bag is to be returned to the Finance department the business day following your event.

Cash Handling Basics

- Do - Keep your largest notes in the furthest compartment from where customers stand. These will minimize the risk of a snatch and grab robbery.
- Do - Regularly clear the excess cash from the collection point and lock it away.
- Don't – Count your cash at your event, or where you are visible to customers.
- Never – Leave the cash collection point unattended.
- Never – Store cash in an unsecured area, such as an office or classroom.

Banking Basics

- Do – Have two employees go to the bank, change this regularly.
- Do – Think about disguising your banking in another bag.
- Do – Bank often to keep your cash holding low.
- Don't – Put your banking in a bank bag and walk out the door. It's too tempting for thieves.

Cash Handlers Certification of Training Department/Organization

_____ I certify that I understand the City of Madeira cash handling policy for events. I fully understand the requirements for cash handling and security of all city funds.

I understand as an authorized employee of City of Madeira I am required to follow the cash handling policies for accepting, depositing, recording and safekeeping of cash and cash equivalents. I have reviewed these policies and procedure with my department supervisor and/or the Manager.

I understand that I am required to be re-certified and trained every year. I also understand that if I suspect potentially fraudulent activity or if there is inappropriate activity surrounding the acceptance, storage or transportation of cash or cash equivalents that I must notified the Finance Department, the City Manager or Pinellas County Sheriff.

Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cash Handling Process

1. End of day – count all cash collections – match total cash, checks and credit card sales from your daily report / Z-Out.
 - a. Checks – place all checks in an envelope, write the department’s name, preparer’s initial and supervisor’s or witness’ initial, seal, and drop the sealed envelope to the designated drop box placed at the Finance Department office door.
 - b. Credit Cards – Except for the Marina Store Sales & Recreation, gather all merchant copy of the credit sale. Run end of day report and print. Attached them together and placed in an envelope, sealed, write the name of your department, date, initial, and drop the sealed envelope to the drop box safe placed at the Finance Department office.
 - c. Cash (Brink’s 24Seven Deposit) follow process on page 23-30.
 - a. create a digital deposit online – Brink’s 24Seven website.
 - I. Log in.
 - II. Enter the individual quantity of currency for each denomination.
 - III. Enter the total amount for coins.
 - IV. Enter the bag bar code number.
 - V. Write on Customer Notes:

Department Daily mm-dd-yyyy

Example: Building Daily 07-01-2022

MAIN MENU

HOME

MY SERVICES

TRACK & TRACE

REPORTS

DEPOSIT

CUSTOMER SUPPORT

USER GUIDES

GERALDINE NILLES
Customer # 1008514802

Notice: Due to inactivity, your session has expired.

Create New Deposit

Location: Madeira Beach - ... Address: 300 MUNICIPAL DRIVE, MADEIRA BEACH, FL, 33708-1016

Grand Total: \$188.01 USD

U.S. Dollars

Currency

Enter individual quantity for each item

Denomination	Quantity	Amount
1 dollar	1	1.00
2 dollar	1	2.00
5 dollar	1	5.00
10 dollar	1	10.00
20 dollar	1	20.00
50 dollar	1	50.00
100 dollar	1	100.00

Currency Total: 188.00

Enter Bag Number: BCB0371807

Confirm Bag Number: BCB0371807

Prepared by: Geraldine T Nilles

Customer Notes: Building Daily 07-01-2022

Go Back

Continue to Review

MAIN MENU

HOME

MY SERVICES

TRACK & TRACE

REPORTS

DEPOSIT

CUSTOMER SUPPORT

USER GUIDES

GERALDINE NILLES
Customer # 1008514802

Notice: Due to inactivity, your session has expired.

Create New Deposit

Location: Madeira Beach - ... Address: 300 MUNICIPAL DRIVE, MADEIRA BEACH, FL, 33708-1016

Grand Total: \$188.01 USD

U.S. Dollars

Currency

Enter individual quantity for each item

Denomination	Quantity	Amount
1 dollar	1	1.00
2 dollar	1	2.00
5 dollar	1	5.00
10 dollar	1	10.00
20 dollar	1	20.00
50 dollar	1	50.00
100 dollar	1	100.00

Currency Total: 188.00

Enter Bag Number: BCB0371807

Confirm Bag Number: BCB0371807

Prepared by: Geraldine T Nilles

Customer Notes: Building Daily 07-01-2022

Go Back

Continue to Review

2. Go to Aclarian and create a Receipt Verification form, enter the total sales / collection (cash, checks and credit card) – send to Finance Department for acknowledgement. (for Marina & Recreation only)
3. All cash, checks, and credit cards collections must be reported at the end of the day.
4. All cash must be counted, reported, verified, and placed in a sealed brinks bag and drop to the 24SEVEN safe at the end of the day.
5. All checks must be counted, reported, verified, and placed in a sealed envelope and drop to the roller safe placed near the Finance Department office at the end of the day or not later than the next business day of the following week if the transaction falls on the weekend or Holidays.
6. All credit card collections must be reported at the end of the day. All merchant copy receipts, and Detail Report batch totals receipt can either be scanned and send as attachments to the receipt verification form or drop at the roller safe placed near the Finance Department office at the end of the day or the next day but not later than the next business day of the following week if the transaction falls on the weekend or Holidays.
7. Any errors on payment entry receipt - only the Finance Department can void, reverse, or correct a cash receipt entry. Notify the Finance Department any errors at the time of occurrence. Cashiers may void a credit card transaction payment on the machine and credit the customers on the day of occurrence, but all cashiers are not allowed to void any receipt.
8. Void payments can only be performed on the same day during normal business hours.
 - a. Marina – Monday to Sunday 6:30 am to 7:00 pm. Payments made after 7:00 pm cannot be voided.
 - b. Recreation – Monday to Sunday 8:00 am to 5:00 pm. Payments made after 7:00 pm cannot be voided.
 - c. All other City Departments – Monday to Friday 8:00 am to 5:00 pm. Payments made after 5:00 pm cannot be voided.
9. For voided credit/debit card payments the City department manager/director will request that the transaction be voided (third-party vendor will typically process the voids the same day. However, credit/debit card company will decide when to release the hold on those funds, this can sometimes take up to 30 days after the void is processed. Customers is responsible in contacting their credit/debit card company to determine what their policy is and when they can expect the funds to be released). **Please note:** The convenience fee is collected by the City to offset merchant fees and is therefore **non-refundable**.

Cash Receipts Entry Form by Department

MARINA

1. End of day sales revenue at Marina. Note: count the money in front of the cashier on duty or the Manager / Supervisor to confirm accuracy.
2. Process cash (currency & coins) only deposit to brinks' 24Seven, refer on page 23-30.
3. Checks - Follow Cash Handling process on page 17-18.
4. Receipt Entry Adjustments / voiding / refunds of sale transactions – Marina supervisor/manager must inform the Finance Department any errors, corrections, revision on collection entries at the time of occurrence.
 - a. Cash & Credit Card – a sale transaction most of the time settles immediately. Marina supervisor / manager must issue a refund rather than voiding the transaction at the time of occurrence. Note: Only a supervisor or the next ranking officer can override reversal of sale transaction.
 - b. Checks – Marina manager shall request a check refund in Aclarian.
5. Reporting to Finance Department: Receipt Verification – Aclarian portal:
 - a. Log in
 - b. On the left-hand side of the Aclarian dashboard click > Task Management > Receipt Verification Form.
 - c. Enter your total cash, checks and credit card sales.
 - d. Click on Documents and download files from Marina file folder and attached the following reports:
 - d.1 Marina Daily Sales Z – Out. (PureRetail) Downloaded as pdf and file to Marina PDFs 2022_folder – Note: be consistent in creating a File name.
example: Marina Daily 08-01-2022 Z Out
 - d.2 Marina item sales report (PureRetail) - detailed sales by receipt downloaded as excel sheet.
 - d.3 Marina Profit & Loss (QuickBooks) excel format
 - d.4 Marina Sales tax (QuickBooks) excel format
 - d.5 Marina Quickzoom (receipt summary) (QuickBooks) excel format

BUILDING (Munis Software)

1. Receives payment from Permit Applications and all related Building revenue.
2. Permit Clerk / Tech enters all cash, checks and credit card collections in Munis or other software. Enter each transaction in Munis the customer permit information details, amount, correct revenue code, mode of payment: check number, credit card batch and reference number and cash.
3. Receipt Entry Adjustments: Permit Clerk / Tech must inform the Finance Department any errors, corrections, revision on collection entries at the time of occurrence. Only the Finance Department or the Department head can override any reversal of entry, corrections and voiding of a transaction.

4. Permit Clerk / Tech submits end of day report and collections to the Finance Department – Accounting section
5. End of day reporting.
 - Credit card detail report, cash, and checks collections for the day must equal your end of day totals – by batch / station / Clerk reports).
 - Print in pdf all receipts from the Munis system and email to Finance Department.
 - Scan email the credit card Detail Report and email to Finance Department.
 - Follow Cash Handling Process on page 17.

BUILDING (Aclarian Software)

1. Receives payment from Permit applications and all related Building revenue.
2. Permit Clerk / Tech enters all cash, checks and credit card collections in Aclarian portal> BILLING & AR>Forms>Cash Receipts Form > check on “Is Recurring?” and look for the Building template provided in the dropdown menu. See instructions on page 31-35.
3. Receipt Entry Adjustments: Permit Clerk / Tech must inform the Finance Department any errors, corrections, revision on collection entries at the time of occurrence. Only the Finance Department or the Department head can override any reversal of entry, corrections and voiding of a transaction.
4. Permit Clerk / Tech submits end of day reports and collections in Aclarian to the Finance Department – Accounting section. See instructions on page 36.
5. End of day reporting.
 - Go to Cashiering>Forms>Cashiering Forms> review all your entries and total cash and hit submit. See page 37.
 - Follow Cash Handling Process on page 17.

RECREATION

1. Receives cash, checks, credit card and other form of payments from Recreation customers.
2. Enter payments in CivicRec portal.
3. Adjustments of entry, voiding, and reversing of any cash transactions – Notify the Finance department at the time of occurrence.
4. End of day reporting. Follow cash handling process on page 17.
6. Reporting to Finance Department: Receipt Verification – Aclarian portal:
 - a. Log in
 - b. On the left side of the Aclarian dashboard click > Task Management > Receipt Verification Form and view the submitted Marina daily sales.
 - c. Enter your total cash, checks and credit card sales.
 - d. Click on Documents and download files from your file folder and attached the following reports in Excel format.
 - i. GL/Revenue Reports> General Ledger Detail
 - ii. Custom Report>Transaction Detail
 - iii. Custom Report>General Ledger Summary
 - e. Leave comments specially if you have voided receipts or any other changes in on your report that the Finance Department need to be informed.
7. Receipt Transaction Errors, voiding and refunds.

- a. Do not void a receipt. Inform the Finance Department to perform a Refund in the Transaction Browser in the CivicRec portal. See instructions on CivicRec Portal. <https://www.civicrec.civicplus.help/hc/en-us/articles/360013449534-Perform-a-Refund-in-the-Transaction-Browser>
- b. Cash & Credit Card – Recreation supervisor / manager must issue a refund rather than avoiding the transaction at the time of occurrence. Note: Only a supervisor or the next ranking officer can override reversal of sale transaction.
- c. Checks – Recreation manager shall request a check refund in Aclarian.

COMMUNITY DEVELOPMENT

1. Receives cash, checks, credit card and other form of payments from customers.
2. Create a receipt and enter payments in Aclarian portal. See page 31-36.
3. Receipt adjustments entry, voiding, and reversal of any cash receipt transactions – Notify the Finance department at the time of occurrence.
4. End of day reporting. Follow cash handling process on page 17.

CITY MANAGERS OFFICE

1. Receives cash, checks, credit card and other form of payments from customers.
2. Create a receipt and enter payments in Aclarian portal. See page 31-36.
3. Receipt adjustments entry, voiding, and reversal of any cash receipt transactions – Notify the Finance department at the time of occurrence.
4. End of day reporting. Follow cash handling process on page 17.

CITY CLERK'S OFFICE

1. Receives cash, checks, credit card and other form of payments from customers.
2. Create a receipt and enter payments in Aclarian portal. See page 31-36.
3. Receipt adjustments entry, voiding, and reversal of any cash receipt transactions – Notify the Finance department at the time of occurrence.
4. End of day reporting. Follow cash handling process on page 17.

FIRE DEPARTMENT

1. Receives cash, checks, credit card and other form of payments from customers.
2. Create a receipt and enter payments in Aclarian portal. See page 31-36.
3. Receipt adjustments entry, voiding, and reversal of any cash receipt transactions – Notify the Finance department at the time of occurrence.
4. End of day reporting. Follow cash handling process on page 17.

LIEN SEARCH & PARKING FINES

1. Receives cash, checks, credit card and other form of payments from customers.
2. Create a receipt and enter payments in Aclarian portal. See page 31-36.
3. Receipt adjustments entry, voiding, and reversal of any cash receipt transactions – Notify the Finance department at the time of occurrence.
4. End of day reporting. Follow cash handling process on page 17.

DRAFT

24Seven Brink's Deposit Process

A. DEPOSIT

1. Log In.
2. on the left-hand side of the portal, click My Services dropdown and click on Deposit

Welcome, Geraldine Nilles Customer # 10000146652

TRACK & TRACE LAST SYSTEM UPDATED: AUGUST 03, 2022 02:06 PM
Viewing last 2 days

Search by Order or Bag Number

0 Orders Delivered	0 Orders In Progress	0 Orders Unshipped	0 Orders Completed	1 Deposits In Progress	0 Deposits Exception
--------------------------	----------------------------	--------------------------	--------------------------	------------------------------	----------------------------

View All

NOTIFICATIONS

- 08/03/2022 COVID-19 Brink's Status
- 08/03/2022 24SEVEN Scheduled Maintenance - Tuesday 8/3 12 Noon Central
- 08/04/2022 Holiday - Seasonal Letter
- 08/20/2021 Cash Orders

View All

CASE MANAGEMENT LAST SYSTEM UPDATED: AUGUST 03, 2022 04:04 PM

Search by Case Number

14 My Closed Cases	21 All Closed Cases	1 My Open Cases	1 All Open Cases
-----------------------	------------------------	--------------------	---------------------

View All

Brink's Featured Products

Logistics

Brink's specializes in the secure transportation and handling of valuable goods throughout the logistics value chain, from raw materials and components to finished products within the mining, bank note, precious metals, jewelry, security, art and...

Cash Management

Brink's offers services to a wide variety of industries, but financial institutions around the world especially depend on Brink's to securely and reliably manage the currency supply chain. With Brink's, financial institutions gain efficiencies and...

Payments

Through our Global Payments group, Brink's provides convenient financial services, including bill payment processing, mobile top-up, prepaid cards, digital money and other services.

Welcome, Geraldine Nilles Customer # 10000146652

TRACK & TRACE LAST SYSTEM UPDATED: AUGUST 03, 2022 02:06 PM
Viewing last 2 days

Search by Order or Bag Number

0 Orders Delivered	0 Orders In Progress	0 Orders Unshipped	0 Orders Completed	1 Deposits In Progress	0 Deposits Exception
--------------------------	----------------------------	--------------------------	--------------------------	------------------------------	----------------------------

View All

NOTIFICATIONS

- 08/03/2022 COVID-19 Brink's Status
- 08/03/2022 24SEVEN Scheduled Maintenance - Tuesday 8/3 12 Noon Central
- 08/04/2022 Holiday - Seasonal Letter
- 08/20/2021 Cash Orders

View All

CASE MANAGEMENT LAST SYSTEM UPDATED: AUGUST 03, 2022 04:04 PM

Search by Case Number

14 My Closed Cases	21 All Closed Cases	1 My Open Cases	1 All Open Cases
-----------------------	------------------------	--------------------	---------------------

View All

Brink's Featured Products

Logistics

Brink's specializes in the secure transportation and handling of valuable goods throughout the logistics value chain, from raw materials and components to finished products within the mining, bank note, precious metals, jewelry, security, art and...

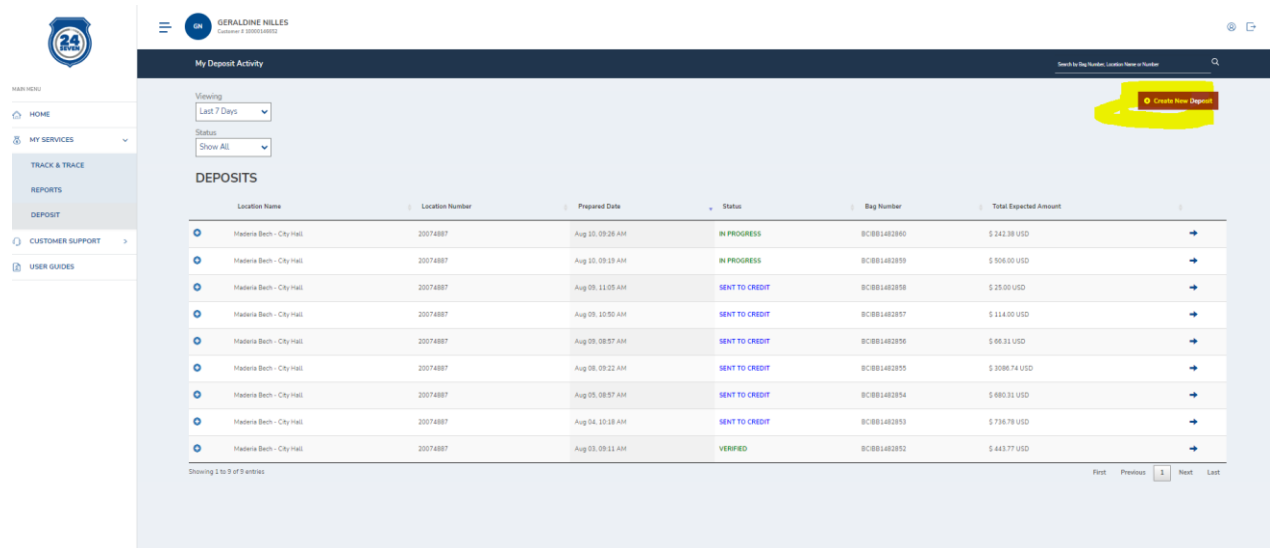
Cash Management

Brink's offers services to a wide variety of industries, but financial institutions around the world especially depend on Brink's to securely and reliably manage the currency supply chain. With Brink's, financial institutions gain efficiencies and...

Payments

Through our Global Payments group, Brink's provides convenient financial services, including bill payment processing, mobile top-up, prepaid cards, digital money and other services.

3. Click on Create New Deposit



My Deposit Activity

Viewing: Last 7 Days
Status: Show All

DEPOSITS

Location Name	Location Number	Prepared Date	Status	Bag Number	Total Expected Amount
Madeira Beach - City Hall	20074887	Aug 10, 09:26 AM	IN PROGRESS	BC881482860	\$ 342.38 USD
Madeira Beach - City Hall	20074887	Aug 10, 09:19 AM	IN PROGRESS	BC881482859	\$ 506.00 USD
Madeira Beach - City Hall	20074887	Aug 09, 11:05 AM	SENT TO CREDIT	BC881482858	\$ 25.00 USD
Madeira Beach - City Hall	20074887	Aug 09, 10:50 AM	SENT TO CREDIT	BC881482857	\$ 114.00 USD
Madeira Beach - City Hall	20074887	Aug 09, 08:57 AM	SENT TO CREDIT	BC881482856	\$ 68.31 USD
Madeira Beach - City Hall	20074887	Aug 08, 09:22 AM	SENT TO CREDIT	BC881482855	\$ 3086.74 USD
Madeira Beach - City Hall	20074887	Aug 05, 08:57 AM	SENT TO CREDIT	BC881482854	\$ 680.31 USD
Madeira Beach - City Hall	20074887	Aug 04, 10:18 AM	SENT TO CREDIT	BC881482853	\$ 736.78 USD
Madeira Beach - City Hall	20074887	Aug 03, 09:11 AM	VERIFIED	BC881482852	\$ 443.77 USD

Showing 1 to 9 of 9 entries

First Previous 1 Next Last

Create New Deposit

4. Enter the currency Quantity ONLY – the amount automatically populate.

MAIN MENU

- HOME
- MY SERVICES
- TRACK & TRACE
- REPORTS
- DEPOSIT
- CUSTOMER SUPPORT
- USER GUIDES

Create new Deposit

Location: Maderia Bech - City Hall

Address: 300 MUNICIPAL DRIVE, MADEIRA BEACH, FL, 33708-1916

Grand Total: \$ 40.00 USD

U.S. Dollars

Currency

Enter Individual quantity for each item

Denomination	Quantity	Amount
1 dollar		
2 dollar		
5 dollar		
10 dollar	4	40.00
20 dollar		
50 dollar		
100 dollar		

Currency Total: 40.00

Enter Bag Number: BCIBB1482863

Confirm Bag Number: BCIBB1482863

Prepared by: Geraldine T Nilles

Customer Notes: 226
Parking Fines 08-11-2022

Go Back

Continue to Review

5. Click on coins and enter the total coins, leave blank if you have zero entry. Make sure to enter zero and period if it is less than 0.99 cents.
6. Enter the Brinks blue bag number. Confirm the bag number. Enter customer notes in the following format sample: Marina Daily 08-10-2022 (Department Daily mm-dd-yyyy)

7. Click Continue to review

Create New Deposit

Location: Madera Bech - City Hall Address: 300 MUNICIPAL DRIVE, MACERIA BECH, FL 33708-0105

Grand Total: **\$ 0.00 USD**

U.S. Dollars

Currency: Enter individual quantity for each item

Denomination	Quantity	Amount
10 dollar		

Coin Total:

Enter Bag Number: Confirm Bag Number:

Prepared by: Geraldine T Nilles

Customer Notes:

Go Back **Continue to Review**

8. After you review your entry and you're sure that all information's are correct, click on "Submit Deposit".

Deposit Summary

Bag Number: BCIBB1482863 Location Name: Maderia Bech - City Hall Location Number: 20074887

Prepared By: Geraldine T Nilles Prepared Date: 08-11-2022

Total Expected Deposit Amount: **40.00 USD**

EXPECTED DETAILS

Products	Denomination	Quantity	Amount
10 U.S. Dollars - Currency	10 dollar	4	40.00 USD

Go Back Cancel **Submit Deposit**

B. Printing the Prepared Deposit.

After submitting the deposit, the system will automatically bring you to “My Deposit Activity”

1. Click on the desired activity you want to print by clicking the arrow as circled below

customerportal.brinksinc.com/en/group/customerportal-us/deposit-new

GERALDINE NILLES
Customer # 15005148852

My Deposit Activity

Viewing: Last 3 Months
Status: Show All

Create New Deposit

DEPOSITS

Location Name	Location Number	Prepared Date	Status	Bag Number	Total Expected Amount
Maderia Bech - City Hall	20074887	Aug 11, 09:36 AM	PREPARED	BCIBB1482863	\$ 40.00 USD
Maderia Bech - City Hall	20074887	Aug 11, 09:09 AM	PREPARED	BCIBB1482862	\$ 148.46 USD
Maderia Bech - City Hall	20074887	Aug 10, 09:26 AM	SENT TO CREDIT	BCIBB1482860	\$ 242.38 USD
Maderia Bech - City Hall	20074887	Aug 10, 09:19 AM	SENT TO CREDIT	BCIBB1482859	\$ 506.00 USD
Maderia Bech - City Hall	20074887	Aug 09, 11:05 AM	SENT TO CREDIT	BCIBB1482858	\$ 25.00 USD
Maderia Bech - City Hall	20074887	Aug 09, 10:50 AM	SENT TO CREDIT	BCIBB1482857	\$ 114.00 USD
Maderia Bech - City Hall	20074887	Aug 09, 08:57 AM	SENT TO CREDIT	BCIBB1482856	\$ 66.31 USD
Maderia Bech - City Hall	20074887	Aug 08, 09:22 AM	SENT TO CREDIT	BCIBB1482855	\$ 3086.74 USD
Maderia Bech - City Hall	20074887	Aug 05, 08:57 AM	SENT TO CREDIT	BCIBB1482854	\$ 680.31 USD
Maderia Bech - City Hall	20074887	Aug 04, 10:18 AM	SENT TO CREDIT	BCIBB1482853	\$ 736.78 USD
Maderia Bech - City Hall	20074887	Aug 03, 09:11 AM	VERIFIED	BCIBB1482852	\$ 443.77 USD
Maderia Bech - City Hall	20074887	Aug 02, 09:44 AM	VERIFIED	BCIBB1482849	\$ 1031.41 USD
Maderia Bech - City Hall	20074887	Aug 01, 02:33 PM	VERIFIED	BCIBB1482848	\$ 196.00 USD
Maderia Bech - City Hall	20074887	Aug 01, 10:19 AM	VERIFIED	BCIBB1482847	\$ 110.00 USD
Maderia Bech - City Hall	20074887	Aug 01, 09:40 AM	VERIFIED	BCIBB1482846	\$ 4028.79 USD
Maderia Bech - City Hall	20074887	Jul 29, 08:06 AM	VERIFIED	BCIBB1482845	\$ 641.96 USD

Showing 1 to 100 of 112 entries

2. Click on the printer icon

GERALDINE NILLES
Customer # 15005148852

Prepared Deposit

Bag Number: BCIBB1482862
Location Name: Maderia Bech - City Hall
Location Number: 20074887
Prepared By: Geraldine T Nilles
Prepared Date: 08-11-2022

Total Expected Deposit Amount
\$ 148.46 USD

EXPECTED DETAILS

Products	Denomination	Quantity	Amount
U.S. Dollars - Currency	1 dollar	3	\$ 3.00 USD
U.S. Dollars - Currency	5 dollar	1	\$ 5.00 USD
U.S. Dollars - Currency	10 dollar	1	\$ 10.00 USD
U.S. Dollars - Currency	20 dollar	4	\$ 80.00 USD
U.S. Dollars - Currency	50 dollar	1	\$ 50.00 USD
U.S. Dollars - Coins	Mixed Coin	-	\$ 0.46 USD

DEPOSIT EVENTS

Status	Reason/Notes	DateTime
Prepared	Marina Daily 08-10-2022	08/11/2022 09:09 AM

Go Back

Void this Deposit

3. Print 1-3 copies.

1st copy – for brinks' bag insert – **a must.**

2nd copy – your copy (can be save to your file folder drive. Attach to Aclarian in the Cash Receipt Report)

3rd copy – Finance copy (acknowledge receipt verification in Aclarian and compare to Brinks report)

The screenshot shows the Brinks Customer Portal interface. On the left, a 'Prepared Deposit' form displays the following information:

- Bag Number:** BCBB1482862
- Location Name:** Madeira Beach - City Hall
- Location Number:** 20074887
- Prepared By:** Geraldine T Niles
- Prepared Date:** 08-11-2022
- Total Expected Deposit Amount:** **\$ 148.46 USD**

Below this is a table for 'EXPECTED DETAILS' with columns: Product, Denomination, Quantity, and Amount.

Product	Denomination	Quantity	Amount
U.S. Dollars - Currency	1 dollar	3	\$ 3.00 USD
U.S. Dollars - Currency	5 dollar	1	\$ 5.00 USD
U.S. Dollars - Currency	10 dollar	1	\$ 10.00 USD
U.S. Dollars - Currency	20 dollar	4	\$ 80.00 USD
U.S. Dollars - Currency	50 dollar	1	\$ 50.00 USD
U.S. Dollars - Coins	Mixed Coin	-	\$ 0.46 USD

At the bottom is a 'DEPOSIT EVENTS' table with columns: Status, Reason/Notes, and Date/Time.

Status	Reason/Notes	Date/Time
Prepared	Made Daily 08-10-2022	08/11/2022 08:08 AM

On the right, a 'Print' dialog is open. It shows '1 sheet of paper' and 'Destination' set to 'City Hall - Geraldine In'. Other options include 'Pages' (All), 'Copies' (1), and 'Color' (Color). At the bottom of the dialog are 'Print' and 'Cancel' buttons. A large yellow checkmark is drawn over the 'Print' button.

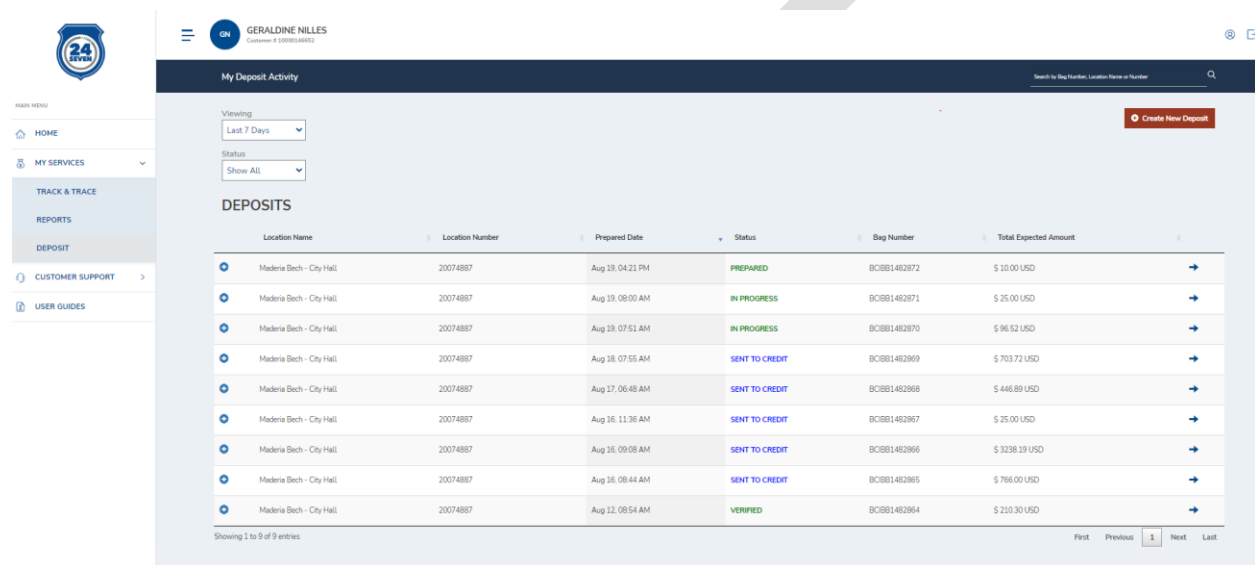
Brinks Deposit Status

“Prepared” means the bag is still on hand and not yet drop to the safe.

“Process” means the bag was dropped to Brinks safe.

“Sent to Credit” means it was collected by Brinks armored car and for counting and verification.

“Verified” Brinks counting department received, counted the bills & coins, and verifies the correctness of the total exact amount, overage, or shortage of the deposit.



Location Name	Location Number	Prepared Date	Status	Bag Number	Total Expected Amount
Madera Beach - City Hall	20074887	Aug 19, 04:21 PM	PREPARED	BOBB1482872	\$ 10.00 USD
Madera Beach - City Hall	20074887	Aug 19, 08:00 AM	IN PROGRESS	BOBB1482871	\$ 25.00 USD
Madera Beach - City Hall	20074887	Aug 19, 07:51 AM	IN PROGRESS	BOBB1482870	\$ 96.52 USD
Madera Beach - City Hall	20074887	Aug 18, 07:55 AM	SENT TO CREDIT	BOBB1482869	\$ 703.72 USD
Madera Beach - City Hall	20074887	Aug 17, 06:48 AM	SENT TO CREDIT	BOBB1482868	\$ 446.89 USD
Madera Beach - City Hall	20074887	Aug 16, 11:36 AM	SENT TO CREDIT	BOBB1482867	\$ 25.00 USD
Madera Beach - City Hall	20074887	Aug 16, 09:08 AM	SENT TO CREDIT	BOBB1482866	\$ 3238.19 USD
Madera Beach - City Hall	20074887	Aug 16, 08:44 AM	SENT TO CREDIT	BOBB1482865	\$ 766.00 USD
Madera Beach - City Hall	20074887	Aug 12, 08:54 AM	VERIFIED	BOBB1482864	\$ 210.30 USD

Sample of Brinks' Deposit Bag

ONCE SEALED, ANY ATTEMPT TO REOPEN THIS BAG WILL INDICATE SIGNS OF TAMPERING.
ATENCIÓN: UNA VEZ SELLADA, CUALQUIER INTENTO DE REABRIR ESTA BOLSA INDICARÁ SEÑALES DE VIOLACIÓN.

NO NOT CUT HERE TO OPEN NO CORTE AQUÍ PARA ABRIR

BCIBB1482863
PROD: 11-2021

RECEIVER - DO NOT OPEN
If sealed area is torn, distorted or appears tampered with
NOTIFY SENDER IMMEDIATELY

AL DESTINATARIO - NO ABRIR
Si la cinta de alta seguridad está rota, distorsionada o alterada
NOTIFICAR INMEDIATAMENTE AL REMITENTE

BRINKS

24 SEVEN

DATE: 8/11/2022
FECHA

ACCOUNT NAME: CITY OF MADEIRA BEACH
NOMBRE DE LA CUENTA 300 MUNICIPAL DRIVE
MADEIRA BEACH, FL 33708

LOCATION: 2607487
UBICACIÓN

AMOUNT: \$ 40.00
CANTIDAD


Cash Receipt Entry Process

1. Log in to Aclarian Client Portal.
2. On the left-hand side of the portal, click on BILLING & AR> FORMS> Cash Receipt Form
3. Check on “Is Recurring?” and click on the “Recurring Template” dropdown and select the appropriate template you want to use.
4. Enter only the Customer, Receipt Date, Description, Payment Mode, Amount, attach supporting document and click save.

The screenshot shows the Aclarian Client Portal interface. On the left is a dark sidebar with the Aclarian logo at the top, followed by the user name 'Geraldine Nilles'. Below are several menu categories: ISSUES REPORT, DASHBOARD, FORM SEARCH, DATA MANAGEMENT, REPORTS, BUDGETING, CAPITAL ASSETS, CASHIERING, GENERAL LEDGER, LICENSING, PAYMENTS, PERMITTING, PROJECTS & GRANTS, PURCHASING, TASK MANAGEMENT, TREASURY MANAGEMENT, and USERS. The 'FORMS' link under 'FORM SEARCH' is circled in yellow. The main content area is titled 'Cash Receipt Form'. It features a 'Back' button at the top left and a 'Logout' link at the top right. The form itself has a 'Recurring?' checkbox checked and a 'Recurring Template' dropdown menu set to 'Lien Search'. Below these are two columns of input fields. The first column includes fields for Title, Requested By (gnilles@madeirabeachfl.gov), Receipt Date, Payment Mode (Credit Card), Account Type (Increase in Revenue), and GL Account Number (001.1400.369905 - Indebtedness Searches). The second column includes fields for Customer (Gold Star Title), Description (Lien Search), Payment Processor (Heartland), Fund Name (General Fund), and Amount (\$0). A second set of identical fields is visible below. At the bottom of the form, there are buttons for 'ADD ACCOUNT' and 'REMOVE ACCOUNT', and a 'Total Amount: \$53.00' display. A large dashed box in the center contains an upload icon and the text 'Drag and drop file here' or 'Browse for file', with the 'Browse for file' button circled in yellow. A 'SAVE' button is circled in yellow at the bottom left of the form area.

Note: Before you start entering any cash receipts for the day in Aclarian, make sure you don't have any unsubmitted Cash from previous days.

5. All saved "Cash Receipts" are in-draft form.
6. Click "SUBMIT FOR APPROVAL"



ACLARIAN

Back
Logout

EDIT

Cash Receipt Form (In-Draft)

Requested By
gnilles@madeirabeachfl.gov

Receipt Date
09/07/2022

Payment Mode
Check

Customer
Proplogix, LLC

Description
Lien Search

Check No
137272

Accounts

ACCOUNT TYPE	FUND	GL ACCOUNT	AMOUNT
R	General Fund	001.1400.369905 - Indebtedness Searches	\$50.00
Total			\$50.00

Total Amount: \$50.00

Documents (0)

Approver List (0)

Comments (0)

SUBMIT FOR APPROVAL

Workflow

APPROVE
DECLINE
DELETE

7. A warning sign “Are you sure?” will prompt. If you are sure all your entries are correct, click “I AM SURE!”. If you need to correct your entry, click “NO, CANCEL IT!” and correct any necessary item.

The screenshot shows the ACLARIAN web application interface. On the left is a dark sidebar with the ACLARIAN logo and a menu including: Geraldine Nilles, ISSUES REPORT, DASHBOARD, FORM SEARCH, BILLING & AR (highlighted), FORMS (with sub-items: Cash Receipt Form, Customer Form, Invoice Form, Quick Invoice Form), DATA MANAGEMENT, REPORTS, BUDGETING, CAPITAL ASSETS, CASHIERING, CUSTOM REPORTING, GENERAL LEDGER, LICENSING, PAYMENTS, PERMITTING, and PROJECTS & GRANTS. The main content area is titled "Cash Receipt Form (In-Draft)" and includes an "EDIT" button. The form fields are: Requested By (gnilles@madeirabeachfl.gov), Customer (Proplogix, LLC), Receipt Date (09/07/2022), Description (Lien Search), Payment Mode (Check), and Check No (137272). Below these is an "Accounts" table with two rows, both showing an amount of \$50.00. A white modal box with an orange exclamation mark icon is centered over the form, asking "Are you sure? Do you want to submit this form for approval?" with two buttons: "I AM SURE!" (green) and "NO, CANCEL IT!" (orange). At the bottom of the form are buttons for "SUBMIT FOR APPROVAL", "APPROVE", "DECLINE", and "DELETE".

ACLARIAN

Geraldine Nilles

ISSUES REPORT

DASHBOARD

FORM SEARCH

BILLING & AR

FORMS

- Cash Receipt Form
- Customer Form
- Invoice Form
- Quick Invoice Form

DATA MANAGEMENT

REPORTS

BUDGETING

CAPITAL ASSETS

CASHIERING

CUSTOM REPORTING

GENERAL LEDGER

LICENSING

PAYMENTS

PERMITTING

PROJECTS & GRANTS

Cash Receipt Form (In-Draft)

EDIT

Requested By: gnilles@madeirabeachfl.gov

Customer: Proplogix, LLC

Receipt Date: 09/07/2022

Description: Lien Search

Payment Mode: Check

Check No: 137272

ACCOUNTS	AMOUNT
Accounts Searches	\$50.00
	\$50.00

Are you sure?

Do you want to submit this form for approval?

I AM SURE! **NO, CANCEL IT!**


SUBMIT FOR APPROVAL

Workflow

APPROVE **DECLINE**

DELETE

8. Generate Receipt. Once you click “I AM SURE!”, the system will generate a receipt. Click on “GENERATE RECEIPT” and

**ACLARIAN**

Geraldine Nilles

ISSUES REPORT

DASHBOARD

FORM SEARCH

BILLING & AR

BUDGETING

CAPITAL ASSETS

CASHIERING

CUSTOM REPORTING

GENERAL LEDGER

LICENSING

PAYMENTS

PERMITTING

PROJECTS & GRANTS

PURCHASING

TASK MANAGEMENT

TREASURY MANAGEMENT

USERS

Back

Logout

GENERATE RECEIPT

Cash Receipt Form

Workflow Started

2 Completed

Requested By

gnilles@madeirabeachfl.gov

Customer

Proplogix, LLC

Receipt Date

09/07/2022

Description

Lien Search

Payment Mode

Check

Check No

137272

Accounts


ACCOUNT TYPE	FUND	GL ACCOUNT	AMOUNT
R	General Fund	001.1400.369905 - Indebtedness Searches	\$50.00
Total			\$50.00

Total Amount: \$50.00

Documents (0)

Approver List (0)

9. The system will automatically download the receipt in pdf format. Click and Print.



Geraldine Nilles

ISSUES REPORT

DASHBOARD

FORM SEARCH

BILLING & AR

BUDGETING

CAPITAL ASSETS

CASHIERING

CUSTOM REPORTING

GENERAL LEDGER

LICENSING

PAYMENTS

PERMITTING

PROJECTS & GRANTS

PURCHASING

TASK MANAGEMENT

TREASURY MANAGEMENT

USERS

Back

Logout

Cash Receipt Form

Workflow Started

2 Completed

Requested By

gnilles@madeirabeachfl.gov

Customer

Proplogix, LLC

Receipt Date

09/07/2022

Description

Lien Search

Payment Mode

Check

Check No

137272

Receipt Url

[See Receipt](#)

Accounts

ACCOUNT TYPE	FUND	GL ACCOUNT	AMOUNT
R	General Fund	001.1400.369905 - Indebtedness Searches	\$50.00
Total			\$50.00

Total Amount: \$50.00

Documents (0)

Approver List (0)

miscellaneous-billi...pdf

Show all

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Cash Handling Process FY2022

10. At the end of the day (No more payment transaction to enter) go to your Aclarian dashboard and click CASHIERING>FORMS>Cashiering Forms and review all your entries.

The screenshot displays the Aclarian dashboard interface. On the left, a vertical sidebar contains the navigation menu. The 'CASHIERING' section is expanded, and 'FORMS' is selected, leading to the 'Cashiering Form' page. The main content area features a 'Cashiering Form' header with a 'PRINT' button. Below this is a table of transactions with columns: TRANSACTION TYPE, TENDER TYPE, CHECK NO, AMOUNT, CREATED BY, CREATED DATE, and SOURCE. The table is currently empty, showing 'No data available in table'. Below the table is a 'Workflow' section with three buttons: 'APPROVE' (green), 'DECLINE' (dark grey), and 'SEND BACK TO ADDRESS COMMENTS' (orange). At the bottom is a 'Totals' section with three columns: 'In Cash' (\$0.00), 'In Check' (\$0.00), and 'Grand Total' (\$0.00). A 'Comment' field is present below the totals, and a 'SUBMIT' button is at the bottom. Yellow circles highlight the 'CASHIERING' and 'FORMS' menu items, the 'Totals' section, and the 'SUBMIT' button.

Back Logout

PRINT

Cashiering Form

Show 25 entries Search records

TRANSACTION TYPE	TENDER TYPE	CHECK NO	AMOUNT	CREATED BY	CREATED DATE	SOURCE
No data available in table						

Showing 0 to 0 of 0 entries FIRST PREVIOUS NEXT LAST

Workflow

APPROVE DECLINE

SEND BACK TO ADDRESS COMMENTS

Totals

In Cash	In Check	Grand Total
\$0.00	\$0.00	\$0.00

Comment

SUBMIT

11. Match all your total cash, checks, and credit card and verify as to the correctness. Click submit.

FINANCE DEPARTMENT – CASH UNIT

- First hour of the day – opens the drop box and collects all checks, and credit card detail report.
- Verifies as to the accuracy and validity of each collection against the report.
- Open Aclarian Client Portal and Click on “BILLING & AR” and look for any cashiering forms submitted by the different departments that “Needs Your Approval”.
 - City Manager’s Office – Front Desk, Mary Ann Hearn
 - Cit Clerk’s Office – Lara
 - Parking – Jamal Yahia
 - Building – for Lien Searches – Holden Pinkard
 - Building – Building Permit – Barbara Scott & Lisa Scheuermann
 - Community Development – Sue Portal
 - Marina – Brian Crabtree
 - Recreation – Jay Hatch
- Open “TASK MANAGEMENT” and click on “Receipt Verification Form” and look for reports that “Needs Your Approval” submitted the Marina and Recreation department
- on the view form, verify as to the validity of deposits made and click “Approve”. If the reports need additional information, click on “SEND BACK TO ADDRESS COMMENTS”. Note: Avoid Declining an entry.
- In the Receipt Verification from, verify as to the accuracy and validity of the report by matching the totals reported against:
 - Cash – Brink’s Finance Report.
 - Checks – Hancock Bank Report.
 - Credit Card – Merchant Detail Report submitted and Hancock ACH Report.
- Approve Cash Receipt Forms.
- Journal Entry - Run a report for each department and create a journal entry.
 - Building
 - Daily Munis Batch Totals – PDF & Excel Format
 - Daily Munis Journal Inquiry – PDF & Excel Format
 - Daily Munis Receipts – PDF format
 - Credit Card Detail Report
 - Verify as to the accuracy of each receipts using pivot tools and match totals and revenue code.
 - Journal Inquiry Excel format – enter cc for credit card, ca for cash and ck for check information in Column V “Comment” on each receipt line item.
 - Create a filter and identify and segregate Permit Surcharge Fee 1.0% & 1.5%
 - Identify Building Permit Initial Fee of \$50.00
 - Create a pivot and click on REF2, COMMENT, ACCOUNT and AMOUNT
 - Create a Journal Entry in template
 - Upload JE template in Aclarian
 - Attached all necessary supporting documents.
 - Submit Journal Entry to the Finance Manager / Assistant Director/ Director for approval.

- Marina
 - Download reports submitted by Marina in Aclarian.
 - Daily Cash Register Z-Out
 - Daily Gas Tank Inventory Detail – Closed out & Beginning of the following day
 - Daily Item Sales Report
 - Daily Profit & Loss Report
 - Daily Sales tax Liability Report
 - Daily Sales Tax Revenue Report
 - AR (Invoice) Reports – Monthly
 - Batteries – Monthly
 - Voided Items - daily
 - Store Inventory Report – twice a year
 - Verify as to the accuracy of each using pivot tools and match total items, and revenue code from Z-out, credit card report, cash deposit report and checks deposit reports.
 - Create a Journal Entry template
 - Upload template in Aclarian
 - Attached all necessary supporting documents.
 - Submit Journal Entry to the Finance Manager / Assistant Director/ Director for approval.
- Recreation
 - Download reports in CivicRec (Excel Format & PDF).
 - Daily GL Detail Ledger
 - Daily GL Summary Ledger
 - Daily Transaction Details.
 - Daily Voided Receipts
 - Verify as to the accuracy of each transaction from the GL Detail Ledger & Transaction Details. Look for any credit and or voided receipts.
 - Create a Journal Entry template
 - Upload template in Aclarian
 - Attached all necessary supporting documents.
 - Submit Journal Entry to the Finance Manager / Assistant Director/ Director for approval.

Accounting Revenue Code

Type	Account Number	Account Name	Status
Revenue	001.1000.366000	Donations	Active
Revenue	001.1000.369900	Other Miscellaneous Revenues	Active
Revenue	001.1050.316000	Local Business Tax Receipts	Active
Revenue	001.1050.322901	Plan Review	Active
Revenue	001.1050.329501	Applications/Fees	Active
Revenue	001.1050.331391	FEMA Flood Mitigation Program	Active
Revenue	001.1050.331392	Fema Grant Revenues	Active
Revenue	001.1050.334390	FDEP Agreement R2107	Active
Revenue	001.1050.335150	Alcoholic Beverage License Tax	Active
Revenue	001.1050.341300	Zoning Adjustment Applications	Active
Revenue	001.1300.341302	Public Records Request Fees	Active
Revenue	001.1400.311000	Ad Valorem Taxes	Active
Revenue	001.1400.311001	Ad Valorem Taxes - Delinquent	Active
Revenue	001.1400.311002	Ad Valorem Taxes - Tax Sale	Active
Revenue	001.1400.314100	Utility Service Tax - Electric	Active
Revenue	001.1400.314300	Utility Service Tax - Water	Active
Revenue	001.1400.314400	Utility Service Tax - Gas	Active
Revenue	001.1400.314800	Utility Service Tax - Propane	Active
Revenue	001.1400.314900	Utility Service Tax - Other	Active
Revenue	001.1400.315200	Communications Services Tax	Active
Revenue	001.1400.323100	Progress Energy Franchise	Active
Revenue	001.1400.323400	Peoples Gas Systems Franchise	Active
Revenue	001.1400.329102	Rental Inspection Fees	Active
Revenue	001.1400.329502	Reciprocals - Contractor Reg.	Active
Revenue	001.1400.332000	ARPA NEU Grant Proceeds	Active
Revenue	001.1400.335125	State Revenue Sharing	Active
Revenue	001.1400.335180	Half Cent Sales Tax Revenue	Active
Revenue	001.1400.335210	Firefighters Supplemental Income	Active
Revenue	001.1400.335301	State Appropriation - FDOT Gulf Blvd Resurfacing	Active
Revenue	001.1400.335450	Fuel Tax Refund	Active
Revenue	001.1400.338000	Pinellas County	Active
Revenue	001.1400.341301	Election Qualifying Fees	Active
Revenue	001.1400.344900	FDOT Maintenance Agreements	Active
Revenue	001.1400.347201	Beach Concession - County Park	Active
Revenue	001.1400.347202	Beach Walkover Chair Rentals	Active
Revenue	001.1400.347400	Special Event Fee	Active

Revenue	001.1400.354000	Fines & Forfeitures	Active
Revenue	001.1400.354001	Parking Fines	Active
Revenue	001.1400.354002	Code Enforcement Fines	Active
Revenue	001.1400.361100	Interest Earnings	Active
Revenue	001.1400.361101	Interest - Tax Collector	Active
Revenue	001.1400.361102	Interest Payment from Marina	Active
Revenue	001.1400.362000	Rent	Active
Revenue	001.1400.362001	Facility Rental- Cost Recovery	Active
Revenue	001.1400.362002	Facility Rentals	Active
Revenue	001.1400.362003	Rent PW Complex - Beach Mason.	Active
Revenue	001.1400.362004	Rental Income - Chamber Bldg.	Active
Revenue	001.1400.362005	Bell South Cell Tower	Active
Revenue	001.1400.364000	Sale/Disposition of Capital Assets	Active
Revenue	001.1400.366000	Donations	Active
Revenue	001.1400.366001	Donations - Fire Department	Active
Revenue	001.1400.366002	JPV Donations	Active
Revenue	001.1400.366003	9/11 Donations	Active
Revenue	001.1400.366004	Local Grants & Contributions	Active
Revenue	001.1400.369300	Lawsuit Settlement	Active
Revenue	001.1400.369900	Other Miscellaneous Revenues	Active
Revenue	001.1400.369901	Copy Charges	Active
Revenue	001.1400.369902	Notary Fee	Active
Revenue	001.1400.369903	Refund Prior Year Expenses	Active
Revenue	001.1400.369904	Sales Tax Collection Allowance	Active
Revenue	001.1400.369905	Indebtedness Searches	Active
Revenue	001.1400.369908	Civil Review Fees	Active
Revenue	001.1400.369909	Purchase Card Rebate	Active
Revenue	001.1400.369910	Credit Card Convenience Fee	Active
Revenue	001.1400.380000	Other Sources	Active
Revenue	001.1400.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	001.1400.381005	Transfer from Building Fund	Active
Revenue	001.1400.382000	Administrative Services Alloc	Active
Revenue	001.3100.324310	Impact Fees - Residential - Transportation	Active
Revenue	001.3100.324320	Impact Fees - Commercial - Transportation	Active
Revenue	001.4000.322900	Fire Plan Review Fees	Active
Revenue	001.4000.324110	Impact Fees - Residential - Public Safety	Active
Revenue	001.4000.324120	Impact Fees - Commercial - Public Safety	Active
Revenue	001.4000.329101	Fire Inspection Fees	Active
Revenue	001.4000.342200	Redington Beach Fire Contract	Active

Revenue	001.4000.342400	Pinellas County EMS	Active
Revenue	001.4000.369900	Other Miscellaneous Revenues	Active
Revenue	001.4000.369906	Insurance Proceeds	Active
Revenue	001.4000.369907	CPR Training Revenue	Active
Revenue	001.5000.324610	Impact Fees - Residential - Culture/Recreation	Active
Revenue	001.5000.324620	Impact Fees - Commercial - Culture/Recreation	Active
Revenue	001.5000.347501	Recreation Programs	Active
Revenue	001.5000.347502	After School Program	Active
Revenue	001.5000.347503	Summer Program	Active
Revenue	001.5000.347504	Field Rentals	Active
Revenue	001.5000.347505	Sponsorships	Active
Revenue	001.5000.347506	MB Little League	Active
Revenue	001.5000.347507	Adult Leagues	Active
Revenue	001.5000.347508	Youth Leagues	Active
Revenue	001.6000.344501	John's Pass Village	Active
Revenue	001.6000.344502	City/South Beach	Active
Revenue	001.6000.344503	Non-Resident Parking Permits	Active
Revenue	001.6000.344504	Village Blvd. Parking	Active
Revenue	001.6000.344505	Misc. Lot Parking	Active
Revenue	001.6000.344508	Business Parking Permit	Active
Revenue	001.8000.335380	State Appropriations - Physical Environment	Active
Revenue	103.1400.380000	Fund Balance/Net Position Carryover Used	Active
Revenue	103.1400.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	103.9000.312600	7th Cent Sales Tax Revenue	Active
Revenue	103.9000.361100	Interest Earnings	Active
Revenue	110.9910.335380	State Appropriations - Physical Environment	Active
Revenue	110.9910.344507	Archibald Beach Parking Meters	Active
Revenue	110.9910.347509	Concession-Snack Shack	Active
Revenue	110.9910.361100	Interest Earnings	Active
Revenue	110.9910.369900	Other Miscellaneous Revenues	Active
Revenue	110.9910.369903	Refund Prior Year Expenses	Active
Revenue	110.9910.380000	Other Sources	Active
Revenue	110.9910.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	125.5240.322000	Building Permits	Active
Revenue	125.5240.322901	Plan Review	Active
Revenue	125.5240.329103	Reinspection Fees	Active
Revenue	125.5240.329501	Applications/Fees	Active
Revenue	125.5240.361100	Interest Earnings	Active
Revenue	125.5240.369900	Other Miscellaneous Revenues	Active

Revenue	125.5240.369903	Refund Prior Year Expenses	Active
Revenue	125.5240.369906	Insurance Proceeds	Active
Revenue	125.5240.380000	Other Sources	Active
Revenue	125.5240.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	150.5410.312410	Local Option Gas Tax	Active
Revenue	150.5410.335125	State Revenue Sharing	Active
Revenue	150.5410.361100	Interest Earnings	Active
Revenue	150.5410.380000	Other Sources	Active
Revenue	150.5410.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	170.5170.361100	Interest Earnings	Active
Revenue	170.5170.380000	Other Sources	Active
Revenue	170.5170.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	170.5170.381001	Transfer from General Fund	Active
Revenue	170.5170.381006	Transfer from LGIS Fund	Active
Revenue	402.7000.343400	Sanitation Charges	Active
Revenue	402.7000.343401	Recycling Service Fee	Active
Revenue	402.7000.343402	Late Fees	Active
Revenue	402.7000.361100	Interest Earnings	Active
Revenue	402.7000.362006	Container Rent	Active
Revenue	402.7000.364000	Sale/Disposition of Capital Assets	Active
Revenue	402.7000.369900	Other Miscellaneous Revenues	Active
Revenue	402.7000.369903	Refund Prior Year Expenses	Active
Revenue	402.7000.369906	Insurance Proceeds	Active
Revenue	402.7000.380000	Other Sources	Active
Revenue	402.7000.380001	Other Sources	Active
Revenue	402.7000.381003	Transfer from Stormwater Fund	Active
Revenue	402.7000.381004	Transfer from Marina Fund	Active
Revenue	402.7000.389401	Pinellas County Recycling Grnt	Active
Revenue	402.7000.389801	Asset Transfer In from Governmental Activities	Active
Revenue	404.9200.334391	Stormwater Grant	Active
Revenue	404.9200.335380	State Appropriations - Physical Environment	Active
Revenue	404.9200.338000	Pinellas County	Active
Revenue	404.9200.343700	Stormwater Service	Active
Revenue	404.9200.361100	Interest Earnings	Active
Revenue	404.9200.364000	Sale/Disposition of Capital Assets	Active
Revenue	404.9200.369900	Other Miscellaneous Revenues	Active
Revenue	404.9200.369903	Refund Prior Year Expenses	Active
Revenue	404.9200.380000	Other Sources	Active
Revenue	404.9200.380001	Fund Balance/Net Position Carryover Used	Active

Revenue	404.9200.381001	Transfer from General Fund	Active
Revenue	404.9200.381002	Transfer from Sanitation Fund	Active
Revenue	404.9200.381004	Transfer from Marina Fund	Active
Revenue	404.9300.389801	Asset Transfer In from Governmental Activities	Active
Revenue	405.9300.347500	ATM Service Charge	Active
Revenue	405.9300.347901	Unleaded Fuel Sales	Active
Revenue	405.9300.347902	Diesel Sales	Active
Revenue	405.9300.347903	Diesel - Commercial	Active
Revenue	405.9300.347904	Purchases Fuel	Active
Revenue	405.9300.347905	Propane Sales	Active
Revenue	405.9300.347906	Propane - Exempt	Active
Revenue	405.9300.347907	Purchases Propane	Active
Revenue	405.9300.347908	Misc Store Income-Taxable	Active
Revenue	405.9300.347909	Misc Store Income-Non Taxable	Active
Revenue	405.9300.347910	Purchases Store	Active
Revenue	405.9300.347911	Dry Storage Fees	Active
Revenue	405.9300.347912	Transient Rentals	Active
Revenue	405.9300.347913	Marina Slip Rent	Active
Revenue	405.9300.347914	Annual Fishing Tournament	Active
Revenue	405.9300.347915	Land & Sea Sales	Active
Revenue	405.9300.347916	Late Fees	Active
Revenue	405.9300.347917	Boat Ramp Parking	Active
Revenue	405.9300.361100	Interest Earnings	Active
Revenue	405.9300.364000	Sale/Disposition of Capital Assets	Active
Revenue	405.9300.369900	Other Miscellaneous Revenues	Active
Revenue	405.9300.369903	Refund Prior Year Expenses	Active
Revenue	405.9300.369904	Sales Tax Collection Allowance	Active
Revenue	405.9300.369912	Boat Ramp Fees	Active
Revenue	405.9300.369913	Commission - Laundry Equipment	Active
Revenue	405.9300.380000	Other Sources	Active
Revenue	405.9300.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	405.9300.381002	Transfer from Sanitation Fund	Active
Revenue	405.9300.381003	Transfer from Stormwater Fund	Active
Revenue	405.9300.389201	Federal Grant - Clean Vessel	Active
Revenue	405.9300.389801	Asset Transfer In from Governmental Activities	Active
Revenue	901.1400.364000	Sale/Disposition of Capital Assets	Active
Revenue	901.1400.366000	Donations	Active
Revenue	901.1400.382001	Transfer from Enterprise Funds	Active