



# Memorandum

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**TO:** Mayor and City Council Members

**FROM:** Crystal Postell, Finance Director

**CC:** Stevie Cox, City Manager

**DATE:** 08/30/2024

**REF:** Resolution 25 – 06: Providing Limited Exception to Daily Deposit Requirements

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**Summary:**

North Carolina General Statutes 159-32 was updated 2020 which revised the daily deposit threshold limit from \$250 to \$500. The City of Trinity has less than \$500 cash on the premises due to most payments are made electronically or by check. This practice will be beneficial to improve employee time management and decrease the fuel cost due to less travel. Currently, all checks made to the City of Trinity are deposited in a timely manner via a check capture machine issued by the City's official central depository, First Bank.

**Background:**

*159-32. Daily deposits.*

*(a) Except as otherwise provided by law, all taxes and other money collected or received by an officer or employee of a local government or public authority shall be deposited in accordance with this section. Each officer and employee of a local government or public authority whose duty it is to collect or receive any taxes or other moneys shall, on a daily basis, deposit or submit to a properly licensed and recognized cash collection service all collections and receipts. However, if the governing board gives its approval, deposits or submissions to a properly licensed and recognized cash collection service shall be required only when the money on hand amounts to five hundred dollars (\$500.00) or greater. Until deposited or officially submitted to a properly licensed and recognized cash collection service, all money must be maintained in a secure location. All deposits shall be made with the finance officer or in an official depository. Deposits in an official depository shall be immediately reported to the finance officer by means of a duplicate deposit*

*ticket. The finance officer may at any time audit the accounts of any officer or employee collecting or receiving taxes or other moneys and may prescribe the form and detail of these accounts. The accounts of such an officer or employee shall be audited at least annually.*

*(b) The Secretary may, during an emergency declaration issued under G.S. 166A-19.20, set the amount of moneys on hand requiring daily deposits and may require deposits on less than a daily basis, provided the moneys are maintained in a secure location and deposited at least weekly. (1927, c. 146, s. 19; 1929, c. 37; 1939, c. 134; 1955, cc. 698, 724; 1971, c. 780, s. 1; 1973, c. 474, s. 27; 2017-204, s. 6.1(a); 2020-3, s. 4.28(a).)*

**Recommendation:**

Staff recommends that Trinity City Council approves and adopts Resolution 25 – 06.

**Attachment:**

Resolution 25 – 06