

## Policy for Weekly Transmittals to the Treasurer's Office

Effective Date: March 1st, 2025

Department: All County Departments

Approved by: The Alpena County Treasurer and the Board of Commissioners

### 1. Purpose

This policy establishes a standardized procedure for preparing and submitting weekly transmittals to the Treasurer's Office to ensure accurate, timely and transparent financial reporting.

### 2. Scope

This policy applies to all employees responsible for handling, recording and transmitting funds to the Treasurer, including but not limited to finance staff, cashiers and department heads.

### 3. Procedure

#### 3.1 Collection and Recording of Funds

All cash, checks, credit card payments and other receipts must be recorded daily. Proper documentation (e.g. invoices, receipts, deposit slips, etc.) must accompany all transactions.

#### 3.2 Preparation of the Weekly Transmittal

- A. A transmittal report must be completed every week summarizing all the funds collected for the week.
- B. The report must include:
  - a. Date range of collections
  - b. Breakdown of payment types (cash, check, credit card, EFT)
  - c. Total amount collected
  - d. Supporting documentation for all transactions

#### 3.3 Approval Process

- A. The preparer must verify all amounts and reconcile discrepancies before submission.
- B. The Department Head or designated person must review and sign off on the transmittal report.

#### 3.4 Submission to the Treasurer

- A. The completed and approved transmittal must be submitted to the Treasurer's Office weekly. Including any/all cash collected, checks and credit cards and supporting documentation.

#### 3.5 Verification and Receipt

- A. The Treasurer's Office will review and process the transmittals for accuracy.
- B. Any discrepancies will be reported back to the submitting department for correction.
- C. The Treasurer's Office will issue a receipt to the department.

### 4. Compliance and Recordkeeping

- A. All transmittals and supporting documents will be scanned into the system for auditing purposes.

B. Failure to comply with this policy may result in corrective action.

**5. Review and Updates**

This policy shall be reviewed annually and updated as necessary to ensure compliance with financial regulations and best practices.

For any questions or clarifications please contact the Treasurer at 989-354-9534 or [treasurer@alpenacounty.org](mailto:treasurer@alpenacounty.org).