



Division 07

Fiscal Affairs

Chapter 09 – Daily Receipts

March 2009

POLICY

This General Order shall establish guidelines for the proper handling of fee collections, reimbursements, and miscellaneous revenues.

DEFINITIONS

DR – Daily Receipts

PROCEDURES

Coordination shall be made through Fiscal Affairs for the proper handling of all collection of revenue and/or receivables. Respective offices are responsible for accountability of money, timeliness of deposits, proper financial system reporting and notification to Fiscal Affairs.

All offices should maintain procedures for proper handling approved by Fiscal Affairs as outlined in Administrative Procedure 346

REFERENCES

Administrative Procedure 346

FORMS/ATTACHMENTS

Attachment #1- Transmittal Template

**PRINCE GEORGE'S COUNTY MARYLAND
OFFICE OF FINANCE - ACCOUNTING DIVISION
AGENCY / ACTIVITY COLLECTION / TRANSMITTAL REPORT**

File Name:

Agency:

BUILDING / ROOM:

PREPARED BY:

DATE PREPARED:

TELEPHONE NUMBER:

(A) TOTAL CASH _____

(B) TOTAL CHECKS _____

A + B = **0.00**

(C) TOTAL DEPOSIT SLIPS _____

TOTAL CASH, CHECKS AND DEPOSIT SLIPS **-**

TRANSMITTAL / DEPOSIT TOTALS **-**

(DR)/(CR) Total Debits

DR -

(DR)/(CR) Total Credits

CR -

TO BE COMPLETED BY
TREASURY PERSONNEL

BANK NUMBER: _____

DR _____

USER CODE: 30

Eff. Date _____

DATA TYPE: 1

Initials

Line No	Fund	Account	Center	(DR)/(CR)	User Code	Description (max 30 characters)	Document ID. (max 12 characters)	Location No. (max 10 characters)	Amount
0001				CR					
0002				CR					
0003				CR					
0004				CR					
0005				CR					
0006				CR					
0007				CR					
0008				CR					
0009				CR					
0010				CR					
0011				CR					
0012				CR					
0013				CR					
0014				CR					
0015				CR					
0016				CR					
0017				CR					
0018				CR					
0019				CR					