



COLLIN COUNTY

Auditor's Office
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To: County Judge and Commissioners
From: Jeff May, County Auditor
Date: April 25, 2012
Re: Revised Cash Handling Policy

I am requesting approval of the attached revised Cash Handling Policy. The significant changes to the policy are 1) all daily cash drawer overages and shortages will be required to be documented, 2) the calculation of the liability to the Treasury for shortages has been clarified, and 3) clearer guidelines for elected officials and department heads to hold employees responsible for overages and shortages of their cash drawers.