



# COLLIN COUNTY

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## MEMORANDUM

**To:** Collin County Commissioners Court  
**From:** Linda Riggs, County Auditor  
**Date:** February 9, 2024  
**Subject:** Revised Cash Handling Policy

I respectfully request the Commissioners Court approve the attached revised Cash Handling Policy. The previous cash handling policy was approved through court order 2013-441-06-17. Significant changes to the policy are:

1. Inserted citations and references to clarify where the policy relates to another policy, or statute.
2. Added a definitions section to clearly state terminology used throughout the policy.
3. Clarified the handling of erroneous credit card transactions in relation to duplicate charges.
4. Revised the procedure for issuing refunds of payments made by credit/debit card.
5. Provided examples of receipts, checks, and currency recognition.

LR/cc