

Police Clergy Fund Procedures

1.0 Purpose:

- 1.1 To establish certain written rules and procedures to be used in handling the Police Clergy Fund.

2.0 Scope:

- 2.1 The Police Department receives donations from churches and other not-for-profit organizations to be used for those in need of assistance. The assistance is generally in the form of gas and food cards.
- 2.2 To inform appropriate City personnel of the procedures for recording donations, disbursing eligible assistance and replenishing gift cards and cash. These rules will help to ensure that each transaction is recorded correctly as allowed by City Policy.

3.0 Policy:

3.1 Donation Receipts

- a. All donations, regardless if cash or check, must be sent to the Finance Department for deposit into a liability account titled Police Clergy Funds. Deposits will be sent via inter-office mail in a locked bank bag.
- b. Copies of checks to be kept at the Police Department for tracking.

3.2 Clergy Fund Procedure

Whenever Clergy Funds are requested, police will first verify the identity of the intended recipient(s) as well as their eligibility to receive funds under this program. When funds are disbursed, the identity and signature of the recipient(s) and the amounts disbursed in cash and gift cards, along with the relevant case number, will be recorded on the current police Clergy Fund form. In normal circumstances, no more than \$10 in cash will be given to any one recipient. However, the shift supervisor may authorize up to a maximum of \$100 in exigent circumstances. This information will also be memorialized in the police department current Computer Aided Dispatch (CAD) system under the relevant case number.

3.2 Disbursement Levels and Reimbursements

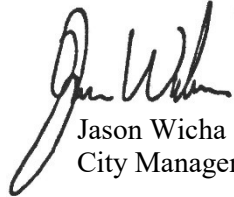
- a. A maximum of \$100 in gas cards, \$100 in food cards and \$100 in cash to be kept on hand in the Police Department to be available for recipients.
- b. When gift card levels require replenishment, a police employee will procure from an appropriate location the necessary amount of gift cards. The business will invoice the City for the purchases where feasible. If the business will not invoice the purchased gift cards, either petty cash or charge card will be used to purchase the required gift cards. The invoice will be processed through the City's financial software and charged to the established liability account. When the cash balance requires replenishment, the balance

will be replenished through the Police Department petty cash fund and charged to the liability account.

- c. Gift cards and cash to be maintained in a locked location within the police department.

4.0 Distribution

Employee Information Site, www.citylf.org.



Jason Wicha
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Created 5/19
Reviewed 05/25