

For: State and County Offices

Accepting Cash in County Offices

Approved by: Deputy Administrator, Management



1 Overview

A Background

An internal control weakness was identified during OMB Circular A-123 CORP review involving the separation of duties for proper handling of remittances and deposits of cash receipts in County Offices with a staffing level of 1 full-time permanent employee (Federal and/or non Federal) or less.

B Purpose

This notice informs County Offices with a staffing level of 1 full-time permanent employee or less, that they will no longer accept cash.

Note: This policy change will apply to any County Office that is reduced to this staffing level in the future.

C Contact

State Offices with questions about the procedure for accepting cash shall contact either of the following:

- Stephen Yulich by:
 - e-mail at stephen.yulich@kcc.usda.gov
 - telephone at 816-926-6453
- Jeffrey O'Connell by:
 - e-mail at jeffrey.oconnell@kcc.usda.gov
 - telephone at 816-823-1447.

Disposal Date	Distribution
March 1, 2008	State Offices; State Offices relay to County Offices

Notice FI-2788

2 Policy Change for Accepting Cash

A Accepting Cash

To ensure proper handling of cash and separation of duties, **effective February 26, 2007**, collections in County Offices with a staffing level of 1 full-time permanent employee or less will **exclude** accepting cash.

B Acceptable Forms of Payment

Beginning February 26, 2007, County Offices with 1 full-time employee or less shall **only** accept remittances of cashier's checks, money orders, or personal checks.

C Staffing Examples for Handling Cash

The following table provides example situations for handling cash.

IF County Office...	THEN...
A and B have shared management with CED headquartered in county A and: <ul style="list-style-type: none">• A has 1 program technician (PT)• B has 1 program technician (PT)	county A can always accept cash but county B can no longer accept cash.
C has a CED and 1 Farm Loan Officer	cash can be accepted because the office has a staffing level of 2 full-time permanent employees.

3 Action

A County Office Action

Affected County Offices shall immediately place the poster (Exhibit 1) in visible locations informing customers of the policy change for accepting cash and the date the policy becomes effective. Also, the poster language (customized to identify your county) shall be printed on postcards and mailed immediately to the producers in the affected counties.

Note: The poster in Exhibit 1 will be sent to State Offices by e-mail.

B CED Action

CED's shall perform monthly 2nd-party reviews of deposits made. DD's shall perform quarterly reviews in affected County Offices to ensure that collection procedures are followed and that controls are functioning effectively. Procedures for performing these reviews will be formalized and documented in the appropriate handbook.

Poster To Be Displayed in Affected County Offices



As of February 26, 2007

**This Office Will No
Longer Be Able to Accept
Any Payment in CASH
(currency and coins)**

This is a National Policy

