

**NEW CANAAN POLICE DEPARTMENT**

**SUBJECT: FISCAL MANAGEMENT**



**GENERAL ORDER NUMBER: 90-5-81**

**FILE: ADM I**

**ORGANIZATION & MANAGEMENT**

**I PURPOSE/POLICY**

The purpose of this general order is to establish authority and responsibility for, and explain procedures concerning the fiscal management of the New Canaan Police Department.

It is the policy of the New Canaan Police Department to ensure that all accounting, budgeting and fiscal procedures utilized, conform to accepted practices while meeting the needs of the police department.

**II RESPONSIBILITY**

It is the responsibility of all departmental personnel to adhere to this general order. It is the additional responsibility of all supervisory and command staff to ensure compliance.

**III PROCEDURES (FISCAL MANAGEMENT)**

**A.** The Chief of Police shall have the authority and responsibility for the overall fiscal management of the police department.

- 1.** In accordance with Section C5-6 of the New Canaan Town Code, the Chief of Police shall compile annual budget recommendations.
- 2.** The Town of New Canaan's Finance Department shall be responsible for maintaining an accurate accounting of all funds allocated to the police department. As part of that responsibility, the Director of Finance is responsible for entering data into its financial software program "Innoprise." The financial data contained within the software is accessible to all authorized users, including the Chief of Police, at any time.

**B** The accounting system utilized by the police department shall include the following:

- 1.** Accounting Ledgers, which document departmental financial transactions for the fiscal year. These ledgers include:
  - a.** Current Budgetary Ledger
  - b.** Petty Cash Ledger
- 2.** Information contained in the aforementioned budget/transaction report shall include:
  - a.** Initial appropriation for each account (or program)

- b. Balances for the commencement of the monthly period
- c. Expenditures and encumbrances made during the period
- d. Unencumbered balance

C The following procedures shall be used when collecting, safeguarding, accounting for and distributing cash funds within the police department.

1. Petty Cash - The accountability, safeguarding and disbursements of petty cash funds shall be the responsibility of the Chief's Secretary or in her absence, the Chief of Police. This fund will generally not exceed five-hundred dollars.

- a. Expenditures greater than two hundred dollars shall require authorization by the Chief of Police.
- b. Anytime there is a disbursement of cash, a Petty Cash Voucher Form will be completed by the recipient.
  - 1) When petty cash is taken to make a purchase, a Petty Cash Voucher Form and the amount of cash disbursed is recorded. After the purchase is made, the expense receipt and any leftover cash will be returned to petty cash and the Petty Cash Ledger updated.
  - 2) When the expenditure is a reimbursement, an expense receipt will be supplied by the employee requesting reimbursement.
  - 3) Expense receipts will be stapled to the Petty Cash Voucher Form and maintained by the Chief's Secretary for the time frame required by the State of Connecticut, Records retention Schedule.
  - 4) All transactions involving petty cash funds will be recorded in the Petty Cash Ledger.
- c. A reconciliation/internal audit of the Petty Cash Fund shall at a minimum, be accomplished on a quarterly basis by;
  - 1) Counting the amount of cash available.
  - 2) Adding all Petty Cash Voucher Forms for the month.
  - 3) Verifying that the total for cash and vouchers, when added together equals the balance at the commencement of the month as indicated by the Petty Cash Ledger.
    - a) If the reconciliation results in an overage or shortage to the fund, it shall be resolved immediately, if possible. Unresolved discrepancies shall be recorded in the Petty Cash Ledger and the Chief of Police notified.

2. Dog Impound Receipts - The accountability and safeguarding of impoundment receipts and petty cash shall be the responsibility of the Animal Control Officer.

- a. Collection of impoundment fees and completing of dog impoundment receipts shall be in accordance with General Order 90-11-87, Animal Control.
  - b. A reconciliation/internal audit of the dog impound receipts and petty cash shall be accomplished on a monthly basis by;
    - 1) Counting the cash on hand (i.e. petty cash and cash received through impounds).
    - 2) Adding all impound receipt forms for the month.
    - 3) Verifying that the total cash on hand equals the total for impound receipts and original petty cash amount combined.
      - a) If the reconciliation results in an overage or shortage in receipts, every effort will be made to resolve the discrepancy. Unresolved discrepancies will be reported to the Chief of Police and Finance Department.
      - b) Completing the Canine Receipt Voucher Form, and submitting it along with the yellow copies of the impound receipts and cash to the Finance Department. The Finance Department will check the form for accuracy and if correct, sign and return a copy of the Receipt Voucher to the Animal Control Officer and Records Unit.
  - c. A spot inspection/audit of these receipts may be conducted at the discretion of the Commander of the Operations Division, or designee.
- 3. Photo Copy / Fingerprinting Receipts - The accountability and safeguarding of copy receipts shall be the responsibility of Records Unit personnel.**
- a. The Records Clerk shall be responsible for collecting and maintaining photocopy funds and their associated receipts.
  - b. The Property Clerk shall be responsible for collecting and maintaining fingerprinting funds and their associated receipts.
  - c. A standardized fee, as approved by the Chief of Police, shall be charged for each page copied.
  - d. Each cash transaction will be recorded using an official receipt form. The receipt will include the following information;
    - 1) Name and address of recipient
    - 2) Cash amount received
    - 3) Reason for transaction
    - 4) Date of transaction
    - 5) Name of Records personnel

- e. Copies of the Official Receipt Form shall be distributed as follows:
    - 1) Original Copy - Given to report recipient
    - 2) Second Copy - Submitted to the Finance Department
    - 3) Third Copy - Maintained on file by the Records Unit
  - f. A reconciliation/internal audit of photocopy receipts shall, at a minimum, be conducted on a monthly basis. This will be accomplished by;
    - 1) Counting the cash on hand
    - 2) Adding all official Receipt Forms for the week
    - 3) Verifying that the cash total (less the cash balance at the commencement of the week) equals the Receipt Total.
    - 4) Completing a Receipt Voucher so that it reflects all receipts for the week. Any checks received, as payment for copies must also be included on the Receipt Voucher.
      - a) If a discrepancy is found during the reconciliation, every effort will be made to resolve the discrepancy. Unresolved discrepancies will be reported to the Chief of Police and Finance Department.
  - g. Upon completion of the reconciliation, all cash, checks, yellow receipt forms and Receipt Voucher Form shall be submitted to the Finance Department. Once the information is verified for accuracy and the Receipt Voucher Form is signed, a copy is returned to the Records Unit for inclusion into the Receipt Voucher logbook.
4. Permit Receipts (Gun, Raffle and Precious Metals) - The accountability and safeguarding of permit receipts shall be the responsibility of Records Unit Personnel.
- a. All permit receipts received, regardless of the type, will be secured in a locked drawer.
  - b. An official Receipt form shall be completed for each permit transaction. The receipt and its distribution shall be in accordance with section III, 3, c-d of this general order.
  - c. A reconciliation/internal audit of permit receipts shall at a minimum, be conducted on a monthly basis. It will be accomplished by;
    - 1) Counting the amount of cash and/or checks in the lock box
    - 2) Sorting and adding official receipts by type of permit
    - 3) Verify that the total cash equals the total of the official receipts

- a) Any discrepancy found when performing the reconciliation will be resolved immediately, if possible. Unresolved discrepancies will be reported to the Chief of Police and Finance Department.
  - 5) Completing the Receipt Voucher form and submitting it, all cash, checks and yellow receipt forms to the Finance Department where it is checked for accuracy. If correct, the Receipt Voucher is signed, and a copy returned to the Records Unit for inclusion into the Receipt Voucher logbook.
  - d. A spot inspection/audit of these receipts will be conducted at the discretion of the Commander of the Staff Services Division.
5. Bond/Scofflaw Receipts - The accountability and safeguarding of bond and scofflaw receipts shall be the joint responsibility of the Records Unit and Property Management personnel.
- a. The collection of and securing of Bond and Scofflaw Receipts shall be in accordance with General Order 88-1-44, Property Management.
  - b. As a normal policy, all bond receipts held by Property Management will be forwarded to the Records Unit for disbursement to the Court on the next business day.
    - 1) Bond receipts received by Records Unit Personnel will be recorded on the Daily Court Transmittal Form. The bond will be opened and the dollar amount verified in the presence of the officer responsible for transporting the money to court.
      - a) The Bond, Daily Transmittal Form and associated documentation will be transported to court where court personnel will verify the bond amount received. Once verified, they will sign the transmittal form as a receipt and return the pink copy to the Records Unit, where it is filed.
    - 2) Scofflaw receipts held by Property Management shall be picked up in person by an employee of the Town Parking Authority. Property Management personnel will verify the amount of cash in the presence of said employee. That employee will then signify receipt of the scofflaw receipts by signing the appropriate Return of Property Form.
      - a) The signed Return of Property form shall be kept on file by the Property Clerk.
      - b) An Inspection/Internal Audit of Bond and Scofflaw receipts will be conducted as part of the required inspections of Property Management.
6. Special Investigative Fund - The accountability, safeguarding, disbursement and auditing of funds from the Special Investigative Fund shall be the responsibility of the Chief of Police or designee, and Commander of the Investigative Section as provided for in General Order 89-8-61, Informants.

7. The Town's Finance Department will be audited annually by an independent agency. All funds under their control, including those associated with the police department shall be subject to said audit.

**D** The Chief of Police or designee shall be responsible for conducting the internal monitoring of the police department's non-cash fiscal activities. The purpose of internal monitoring will be to ensure that internal control procedures are being administered effectively and responsibly. Control procedures for monitoring non-cash fiscal activities include;

1. Purchase Requisitions.

- a. An employee wishing to make a purchase of an item must submit a quote/request to the Chief of Police for review.
- b. The Chief's Secretary will enter the request into the "Innoprise" software system where it is reviewed by the Chief of Police. If approved by the Chief of Police, he/she shall electronically sign said requisition. The approval request is then electronically forwarded to the Finance Department's CFO for approval. Once again if approved, the CFO shall signify his/her approval electronically.
- c. Approved Purchase Requisitions generate a Purchase Order Number and all purchases/invoices are associated with a specific Purchase Order Number.
- d. When the Chief's Secretary receives the invoice for the item purchased, it shall be entered into the "Innoprise" software and the invoice filed. The software maintains a running ledger of all transactions.

2. Emergency Purchase Order.

- a. The Chief of Police reviews and a verbal approval is given for the purchase.
- b. The Chief's Secretary receives verbally or by fax, a purchase order number for the purchase, by the Finance Department. The Purchase Order Number is then given to the vendor, providing the goods and/or services.
- c. The Chief's Secretary completes a "confirming" Purchase Order Request Form indicating the purchase order number on it. The original copy is submitted to the Finance Department and a copy retained by the Chief's Secretary.
- d. The Finance Department will complete (in triplicate) a Purchase Order Form and forward two copies to the Chief's Secretary.
- e. When the invoice is received, the Chief of Police will review and sign both copies of the Purchase Order Form.
- f. The transaction is then recorded by the Chief's Secretary in the Current Ledger. The signed copy of the Purchase Order form and Invoice is submitted to the Finance Department who will pay the vendor directly. The second copy is retained by the Chief's Secretary along with a copy of the approved invoice.

**3. Disbursements,**

- a. The employee will fill out a Request for disbursement form. And submit the request to the Chief of Police for review and approval.
- b. If the disbursement is approved by the Chief of Police, the Chief's Secretary will enter the disbursement into the "Innoprise" software system.
- c. A disbursement check is printed by the Finance Department and is forwarded to the Chief's Secretary for disbursement.

**4. Travel Expense/Disbursement**

- a. The employee must fill out a Travel/Expense Voucher and attach original copies of expense receipts. If mileage reimbursement is being requested, the employee must also attach a MapQuest printout which verifies the mileage incurred. These documents are submitted to the Chief of Police for review and approval.
- b. If the request is approved, the Chief's Secretary will complete a Request for Disbursement which is then signed by the Chief of Police.
- c. The Chief's Secretary will enter the disbursement into the "Innoprise" software system and if approved by the Finance Department, said Department will issue a reimbursement check to

- 5.** All non-cash transactions will be recorded on the Budget/ Transaction Status Reports. This report will be reviewed by the Chief of Police on a bimonthly basis.

**E** In order to determine the integrity of the police department's fiscal activities, an independent audit will be conducted. The procedures governing the audit are as follows;

- 1.** The auditing of the department's fiscal activities will be conducted as part of the Town of New Canaan's annual municipal audit, or any special audit which may be conducted.
- 2.** Only outside, independent auditors will be utilized. The auditors shall be responsible for the preparation of annual financial reports regarding said audit.
  - a. The Finance Department will prepare interim financial statements.
- 3.** The New Canaan Town Council shall be responsible for appointing the auditing firm used to conduct an audit, and for notifying the Office of Policy and Management of such audit. (Re: C.G.S. 7-396)
- 4.** Financial reports resulting from said audit shall be in accordance with generally accepted accounting principals related to accounting, auditing and financial reporting. (Re: C.G.S. 7-394a)
  - a. The Chief of Police shall receive copies of all financial reports regarding the department's fiscal activities.

- F** The following procedures shall govern the requisition and purchase of departmental equipment and supplies.
1. Purchase requisitions must be used prior to purchasing any goods and services.
  2. All purchases of goods and services require a purchase order.
    - a. Any purchase orders totaling more than \$5,000.00 but less than \$7,500.00 must include at least two (2) verbal or written price quotes.
    - b. Exceptions to this policy are those goods and services for which there is only one vendor (i.e., electricity, postage and water. Emergency purchases of goods and services are exempt from such requirements. The procedures for such purchases are outlined in section III, D of this General Order.
  3. Bidding for goods and services will be conducted for purchases costing in excess of \$7,500. There are however, instances when such bidding is not required. Such instances include, but shall not be limited to routine re-ordering of supplies and emergency situations. The following guidelines pertain to the bidding process for goods and services that have been appropriated in the budget and include:
    - a. Goods and Services costing \$7,500 or more;
      - 1) Draw up specifications;
        - a) Specifications are generally compiled by departmental personnel requesting the purchases. All specifications will be approved by the Board of Selectman prior to initiating the bidding process.
      - 2) Make inquiries concerning availability, cost and delivery dates
      - 3) Decide whether or not to ask for a non-refundable fee for copies of the specifications
      - 4) Advertise
    - b. Criteria which will be considered when selecting a vendor or bidder shall include at a minimum, the following;
      - 1) Ability to meet required specifications
      - 2) Ability to deliver product/service as scheduled
      - 3) Ability to provide product/service at a competitive price
      - 4) Ability to provide quality product/service and repair, if applicable (i.e., reputation)
    - d. If no appropriation exists in the budget, the above guidelines will apply. However, an emergency appropriation must be first obtained in accordance with Section III, I of this general order.



- G** In case of an emergency, goods and/or services (including rental agreements) may be purchased using the procedures for an Emergency Purchase Order as outlined in Section III, D of this general order.
- H** The Chief of Police may, as part of the fiscal management of the police department, find it necessary to request supplemental or emergency appropriations and fund transfers. Generally, such requests are the direct result of unexpected expenses which could not have been anticipated during the budgeting process. The following procedures govern such requests regardless of the source of funds (i.e., appropriation from contingency account or transfer of funds).
1. Prepare a memorandum concerning the need for the additional funds, costs involved and urgency.
  2. Notify and forward the request to the First Selectman.
  3. Revise the memorandum, as necessary, based upon a discussion with the First Selectman.
  4. Forward the request to the Administrative Assistant for inclusion into the Board of Selectman's next meeting agenda.
  5. If the request is approved by the Board of Selectman, the request will be referred to the Board of Finance for an appropriation from contingency or fund balances.
  6. If the said Board approves this request, it must then receive final approval from the Town Council. If granted, the funds are transferred into the appropriate police department account.

**I.** INVENTORY CONTROL OF AGENCY PROPERTY, EQUIPMENT AND OTHER ASSETS

1. The Captain of Staff Services shall be responsible for the administration of the annual review of department property, equipment, and other assets.
2. The Property Clerk is responsible for maintaining an inventory of all agency owned property. The inventory shall include the following: description of property, serial number or identifying number, estimated value, name of the receiving officer, and name of the issuing officer and the location of the property.

**J.** AGENCY OWNED PROPERTY

1. The purpose of inventory control will be to prevent losses and unauthorized use and to avoid both inventory excesses and shortages. This shall be accomplished by:
2. Maintaining an inventory of non-consumable agency owned property of significant value, (i.e., over \$250.00). This inventory shall be updated as assets are acquired or disposed of.
3. Requiring that the Commander of the Staff Services Division be notified of all requests to borrow or otherwise remove such assets from the police department. The Commander of the Staff Services Division will review and approve or deny the request.

4. Upon return of the agency owned property, the asset will be inspected for damage.
5. Department issued property will be distributed/disseminated by the Commander of Staff Services or designee.
  - a. Each officer will be held accountable for all property issued to him/her and agency property or equipment assigned to him/her for a given shift, task, or project. Employees may be assigned departmentally owned vehicles, lockers, desks, cabinets and cases for the mutual convenience of the department and its personnel.
  - b. It will be the shift supervisor's responsibility to periodically check the condition of department property and equipment issued to him/her and his/her shift, as a part of routine inspectional duties.
  - c. To facilitate repair or replacement, any lost, damaged or stolen property must be reported through a PD Property Damage Incident Report by the officer assigned the property and/or the officer who discovered the property was lost, damaged or stolen. Applicable damaged items will also be posted by the reporting officer in the Police Information Network (PIN).
  - d. The Property Clerk will be responsible for conducting an annual inventory of fixed assets. The inventory shall be submitted to the Captain of Staff Services for filing.

#### **IV DISTRIBUTION**

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

#### **V EFFECTIVE DATE**

This general order approved by the Police Commission on June 17, 1992 and is effective July 1, 1992.

Revised June 1997  
Revised November 2000  
Revised April 2009  
Revised July 2009  
Revised September 2014

Per Order,

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Leon Krolikowski  
Chief of Police