



Town of Sellersburg
Clerk Treasurer's Office
Standard Operating Procedure

Name/Title	Report of Collections Receipts
Date Issued	10/01/2018
IC Code Reference	5-13-6-1, 5-13-5-1
Ordinance/Resolution Reference	

Purpose:

To process Receipts/Reports of Collection for the Town of Sellersburg in a timely and accurate manner.

Policy:

1. Receipts must be deposited not later than the next business day IC 5-13-6-1.
 - a. EXCEPTION: If the amount is less than \$500, then daily deposit is not required. IC 5-13-6-1(g)
2. Funds deposited must be deposited in the same form as receipted. IC 5-13-6-1(c)
3. Receipts must be posted daily. IC 5-13-5-1

Procedure:

1. Deposit Funds
2. Complete Report of Collections (General Form 362)
3. Attach Bank Deposit Slip Stamped from Bank
4. Submit Report of Collections to Clerk Treasurer's Office

Required Forms/Documents:

1. Collection Report (must include the following):

Governmental Unit/Department
Collections for Period
Description of Receipt
Fund to be Credited
Collections This Period
Prior Collections
Year to Date Collections
Payment Type(s)
Signature, Date and Title of Officer certifying Report of Collections

2. Bank Deposit Slip Stamped from Bank
3. Credit Card Reports | if applicable
4. Cash Register Tape(s) | if applicable
5. Payment Type Report
6. Payment Application Report subtotaled by transaction type applied to (Utility Billing Office Only)

Required Forms/Documents (continued):

7. ACH Report (Utility Billing Office Only)
8. E-Lock Box Report (Utility Billing Office Only)
9. Virtual Remit Report (Utility Billing Office Only)

Incomplete/Incorrect Collection Reports:

Incomplete/Incorrect Collection Reports will be returned to the submitting Officer with a Notice of Incomplete/Incorrect Collection Report Notice stating the reason for the return.

The submitting Officer will have 24 hours from the date of the notice to complete/correct the Collection Report and resubmit to the Clerk Treasurer's Office.

Consistent incomplete/incorrect Report of Collections will be addressed with the Town Council so that corrective action can be taken.

Attachments:

1. IC 5-13-6-1
2. IC 5-13-5
3. Report of Collections (General Form 362) Sample
4. Notice of Incorrect/Incomplete Collection Report Sample

IC 5-13-6-1 Procedure for deposit of public funds

Sec. 1. (a) All public funds paid into the treasury of the state or the treasuries of the respective political subdivisions shall be deposited not later than the business day following the receipt of funds on business days of the depository in one (1) or more depositories in the name of the state or political subdivision by the officer having control of the funds.

(b) Except as provided in subsections (d), (f), and (g), all public funds collected by state officers, other than the treasurer of state, shall be deposited with the treasurer of state, or an approved depository selected by the treasurer of state not later than the business day following the receipt of the funds. The treasurer of state shall deposit daily on business days of the depository all public funds deposited with the treasurer of state. Deposits do not relieve any state officer from the duty of maintaining a cashbook under IC 5-13-5-1.

(c) Except as provided in subsections (d) and (g), all local officers, except township trustees, who collect public funds of their respective political subdivisions, shall deposit funds not later than the business day following the receipt of funds on business days of the depository in the depository or depositories selected by the several local boards of finance that have jurisdiction of the funds. The public funds collected by township trustees shall be deposited in the designated depository on or before the first and fifteenth day of each month. Public funds deposited under this subsection shall be deposited in the same form in which they were received.

(d) Except as provided in subsection (g), a city (other than a consolidated city) or a town shall deposit funds not later than the next business day following the receipt of the funds in depositories:

- (1) selected by the city or town as provided in an ordinance adopted by the city or the town; and
- (2) approved as depositories of state funds.

(e) All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories.

(f) An office of:

- (1) the department of natural resources; or
- (2) the department of state revenue;

that is detached from the main office of the department is not required to deposit funds on the business day following receipt if the funds on hand do not exceed five hundred dollars (\$500). However, the office must deposit the funds on hand not later than the business day following the day that the funds exceed five hundred dollars (\$500).

(g) The following are not required to deposit funds on the business day following receipt if the funds on hand do not exceed five hundred dollars (\$500):

- (1) An office of the legislative branch of state government.
- (2) A local officer of a political subdivision required to deposit funds under subsection (c) other than a township trustee.
- (3) A city or a town required to deposit funds under subsection (d).

However, the funds on hand must be deposited not later than the business day following the day that the funds exceed five hundred dollars (\$500).

As added by P.L. 19-1987, SEC. 8. Amended by P.L. 45-1990, SEC. 1; P.L. 45-1991, SEC. 1; P.L. 18-1994, SEC. 3; P.L. 18-1996, SEC. 6; P.L. 10-1997, SEC. 7; P.L. 35-1999, SEC. 4; P.L. 234-2007, SEC. 295; P.L. 151-2012, SEC. 4; P.L. 139-2015, SEC. 1.

IC 5-13-5-1

Cashbook; duties of public officers; public inspection

Sec. 1. (a) Every public officer who receives or distributes public funds shall:

- (1) keep a cashbook into which the public officer shall enter daily, by item, all receipts of public funds; and
- (2) balance the cashbook daily to show funds on hand at the close of each day.

(b) The cashbook is a public record and is open to public inspection in accordance with IC 5-14-3.

(c) A person who violates this section is subject to criminal prosecution under IC 35-44.2-2-2.

As added by P.L.19-1987, SEC.7. Amended by P.L.126-2012, SEC.21.

To _____
(Title of Officer)

Collections for Period _____, _____ to _____, _____

Description	Fund to be Credited	Collections This Period	Prior Collections	Year to Date Collections
Total Amount Collected				

Dated this _____ day of _____, _____

This is not to be used as a receipt for collections.
The official to whom the report is made must issue
an official receipt for the collections remitted.

(Title of Officer)

CASH:	
CHECK:	
CREDIT CARD:	
MONEY ORDER:	
VIRTUAL REMIT:	
E-LOCKBOX:	
OTHER:	
TOTAL:	

Date Rejected: _____