

CITY OF WOODLAND

COUNCIL POLICIES

CHAPTER 1 – FINANCE

POLICY 1-6 – UTILITY BILLING – RECEIPTS AND CASH

GOAL

The goal of the City Council in establishing an internal control system for receipts and cash disbursements is to safeguard the assets of the City and to ensure an appropriate level of fiduciary responsibility.

OBJECTIVE

No financial transaction shall be handled by only one person from beginning to end.

PROCESS

Preparing RESIDENT UTILITY BILLING for Sewer and Water Services

- a. Receive utility billing journal from the City of Minnetonka via e-mail.
- b. Add the number of gallons and fees to each individual resident invoice.
- c. Ensure that the amount is correct on each invoice.
- d. Mail invoices to residents.

Receipt of UTILITY PAYMENTS from residential accounts

- a. Develop a Quarterly Summary Report that includes current charges for each code.
- b. When payments are received, Clerk shall open and receipt payment. A list of codes must be included and attached to the receipt.
- c. Clerk records payments in the next quarter 'working copy' invoice.
- d. Clerk records payments in the Quarterly Summary Report.
- e. Treasurer enters receipts into accounting system
- f. Third person in the office shall review account billing register and receipts on a quarterly basis.

Payment of all UTILITY INVOICES from Minnetonka

- a. Clerk shall prepare a Request for Check, including the appropriate codes for the City of Minnetonka invoices received for utility services.

- b. Invoices are paid quarterly, as received from the City of Minnetonka
- c. Clerk authorize the accounts payable list to be prepared for Council
- d. Treasurer will prepare all checks
- e. Two persons from the city council or one council person and the city clerk will sign all checks.
- f. Third person will review and confirm the Minnetonka Billing registry (Invoice) and spreadsheet

Procedure developed based on City Auditor's recommendation.