



SOUTH COAST BRITISH COLUMBIA
TRANSPORTATION AUTHORITY
POLICE SERVICE

FINANCIAL RECORDS

Effective Date: September 12, 2005

POLICY

1. The South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) will establish and maintain a central records function that will establish and maintain a standard process for the responsibility, accountability, receipt, security, disposition and audit of all monies handled by records personnel, including funds administered for the legal process function.

[See also: AD020 – Accounting System, AF010 – Records Administration]

REASON FOR POLICY

2. To provide and maintain consistent standards and processes for the completion, classification, retention, indexing and disposition of all SCBCTAPS records regarding funds.

PROCEDURES

3. Receipts for monies received will include the corresponding police file number.
4. A financial audit of all monies handled by SCBCTAPS personnel should be conducted by the South Coast British Columbia Transportation Authority on a regular basis.

Need to identify

-designation of persons permitted to receive money,

-receipt procedures

-accountability

- security, and

-audits