Revenue Recording

5.3.4

PURPOSE

To provide best practices for recording the collection of revenue.

AUTHORITIES

San Jose Municipal Code Section 2.04.2020A.1 and 2.04.2020A.5

The Director of Finance shall administer and enforce all ordinances and regulations relating to the collection of City taxes. Administer and supervise the risk management function of the City.

POLICY

All revenues received by the City must be deposited into the City’s bank account(s) and entered into the Citywide Financial Management System (FMS) within three (3) days of receipt.

SCOPE

This policy applies to all City employees with the responsibility of receiving and processing payments and ensuring those funds are properly recorded in the Citywide Financial Management System.

PROCEDURES

Funds received by the City must be entered into the Citywide Financial Management System (FMS). This can be recorded by: 1) uploading it directly from interfacing systems or 2) booking it directly into the Financial Management System via the cash collections module, mail batch entry function.

Recording Revenue Booked by Interfacing System

1. Payments received through the mail or in person must be deposited daily (Please refer to City Administrative Policy Manual Section 5.3.3, Collection and Safeguarding of Revenue) in the bank by the collecting Department.

2. After the payments are deposited, they are entered into their relevant systems (i.e. Amanda, Business Tax System, Firehouse, and RevenuePlus) and uploaded into the Citywide Financial Management System.

3. Payments received via lockbox are processed daily. The information for these payments (which can consist of checks and/or credit cards) are recorded in an electronic file and sent to the City’s Finance Department for uploading into the appropriate billing systems and into FMS.

4. The collecting Department must prepare a revenue voucher for each deposit listing the items, receipt or reference numbers, invoice numbers, visible codes (FMS accounting codes), and the amounts. The total amount of the voucher must match the total amount deposited.

5. Two copies of the revenue voucher must be printed and attached to the backup documentation.

Effective Date: January 23, 2015
6. The revenue voucher must be signed by the preparer of the voucher and signed by their supervisor.

7. One copy of the revenue voucher must be provided to the Finance Department Accounting Division to assist with reconciliation.

**Recording Revenue Directly into FMS**

1. If a payment is made to the City and the Department does not have a corresponding billing system to record the payment, the payment must be posted directly into FMS.

2. The collecting Department must enter the payment into FMS through the cash collections module using the mail batch entry function.

3. After entry is complete, the batch preparer must print two copies each of the Cash Out Approval Register and Cash Out Approval Summary. These reports must be bundled with the backup information.

4. The batch must be signed by the preparer and reviewed and approved by their supervisor.

5. One copy of the Cash Out Approval Register and Cash Out Approval Summary must be provided to the Finance Department Accounting Division to assist with reconciliation.

Approved:

/s/ Julia H. Cooper  
Director of Finance  
January 23, 2015  
Date