

Revenue Recording**5.3.4****PURPOSE**

To provide best practices for recording the collection of revenue.

AUTHORITIES

San José City Charter, Section 806 Finance Department
San José Municipal Code, Part 20 of Chapter 2.04 of Title 2

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 deposit.

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) interface from the billing system 2) booking it directly into the Financial Management System via the Central Cash or General Ledger modules.

Recording Revenue Booked by Interfacing System

1. Payments received through the mail or in person must be deposited according to the City Policy Manual Section 5.3.3, by the collecting department.
2. Payments received at City Hall via mail or electronically (ACH or wire), but not in person, are entered into their relevant billing systems (for example for Finance Payment Processing the systems are Amanda, Business Tax System, Firehouse, and RevQ, CIS, and PropWorks). These systems interface directly into the Citywide Financial Management System (currently referred to as FMS). Payments without a corresponding billing system are booked manually into FMS.
3. Payments received by the lockbox facilities are processed daily. The information for these payments (that consist of checks) are recorded in an electronic file and sent to the City's IT Department for uploading into the appropriate billing systems. The billing systems interface the revenue information directly into the Citywide Financial Management System.
4. The collecting department prepares a cash voucher for each deposit listing the items, receipt or reference numbers, invoice numbers, visible codes (the financial management system codes), and the amounts. The total amount of the voucher must match the total amount deposited.
5. The cash voucher must be signed by the preparer and their supervisor. Signatures can be done electronically.

