

Approved _____

Date _____

**Rockingham County
Cash on Hand Policy**

The Accounting Officer (AO) and the Associate Accounting Analyst (AAA) are required to ensure that there are never cash and check receipts totaling more than \$10,000 cumulatively held for more than 24 hours during normal scheduled work days. Any lesser amounts should not be held more than three business days. The Finance Officer or the Accounting Manager must sign off on any exception. In addition, the Treasurer must be notified by the Accounting Officer once an exception is approved.