
LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP # A-240

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SUBJECT: LAURENS COUNTY SHERIFF'S EMPLOYEE ACCOUNT

INDEX AS: EMPLOYEE ACCOUNT

EFFECTIVE DATE: 06/24/2005

REVISED DATE:

I. PURPOSE:

To establish procedures by which the Sheriff's Employee Account is maintained and how and where funds are provided to this account.

II. DEFINITIONS:

EMPLOYEE ACCOUNT- A Bank Account that is maintained by the Sheriff to use for Employee functions, Flower fund and the maintaining of snack and drink vending machines for employees and the General Public that may visit the Law Enforcement Center.

III. Policy - Receipts/Disbursements

- A. All monies received from the vending machines located in the Laurens County Law Enforcement Center will be collected and deposited into the Employee Account by the assigned administrative Clerk.
- B. All Donations received from Laurens County businesses or Laurens County citizens, for the Sheriff's Annual Employee Christmas Party will be deposited in the Laurens County Employee Account.
- C. All bills received from the Vendor for the placement of items into the vending machines for sale, will be processed for payment by check from the Employee Account.
- D. Flowers, food or other necessities purchased specifically for a family in need will be processed for payment by check from the Employee Account.
- E. Expenses incurred for the Sheriff's Annual Employee Christmas Party will be paid for out of the Employee Account.

IV. Policy- Bookkeeping

- A. Cash receipts will be written for all vending machine receipts and donations received.

LAURENS COUNTY LAW ENFORCEMENT CENTER

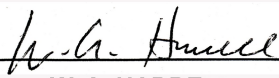
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- B. The receipts and disbursements for the Employee Account will be maintained with the actual Bookkeeping Records of the Sheriff's Department and will be made available to the Laurens County Independent Auditors.

- C. Bank Statements for the Employee Account will be balanced each month and maintained for Audit purposes.


W. A. HARRELL
SHERIFF

06/24/2005

DATE