

Item #:	<u>SEPT 10, 2013</u>		
Highest Priority:			
1	In progress. Meetings settings changed etc. Cash balanced daily by Treasury		
2	Completed by 7/15/2013 moved staff .		
3	Completed: Dual counting.		
4	Completed: Returned to prior procedure, Bank bags		
5	Completed (see GAN MD 33)		
6	In progress TOT, segregation		
7	In Progress: Business License, Inquiry Only		
8	In progress: Sympro Recon, changed settings. Reviewing changes with auditors.		
9	Completed: Vault Day time door locked.		
Mid Level (2)	Mid Level Items:		
10	TOT, Read Only: In progress		
11	In progress, requires Planning participation Business License		
12	Completed: Cash limited and reduced:		
13	In progress: Off site depositories, frequency of deposits.		
14	Completed: Annual Vacations encouraged. Although we still have Use it or Lose it time to consider.		
Lowest Level:	Lowest Level		
15	Completed: Security Camera Uncovered.		
16	NSF process: In progress requires AC participation/ review County wide cash handling policy. Educate outside departments.		
17	Completed: Cash County warrants with proper authorization /protocol in place.		
18	Completed: Policies and Procedures is an ongoing task. As these are living documents.		