



# Community Services Department

6314 Delta  
El Paso, Texas 79905  
915-775-2701

## **El Paso County Auditors guidelines.**

- Pre-numbered receipt book with three copy distribution. One for the donator, one for Community Services records and one for the Auditors Department to be submitted with deposit information.
- A log of all mailed and physically received donations shall be kept. A copy of this log will also be included with the deposit information submitted to the Auditors Department.
- A county officer or other person who receives money shall deposit the money with the county treasurer on or before the next regular business day after the date on which the money is received. If this deadline cannot be met, the officer or person must deposit the money, without exception, on or before the fifth business day after the day on which the money is received (Texas Local Government Code, Title 4, Subtitle B, Chapter 113, Section 113.022)
- All deposits must have dual control and verified by two employees before deposit.
- All collections must be kept in a secure location with minimal access by Community Services employees.
- All checks, money orders or cashier's checks must be stamped with deposit stamp upon receipt.
- All deposits and collections are subject to audit by the Auditors Office.