

SUBJECT: FEE COLLECTIONS - DUI SCHOOLS

EFFECTIVE
DATE: 04-05-11 (04-04-08)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

PURPOSE

To establish guidelines for the collection and reporting of DUI fees incorporating appropriate internal control for each school operated by a McIntosh Trail CSB program.

POLICY

It is the policy of the McIntosh Trail CSB that all DUI fees be collected and reported in a manner consistent with sound internal control procedures and in compliance with the rules and regulations of the Georgia Department of Driver Services.

PROCEDURE

Pre-numbered receipts will be issued to each enrollee. Receipts will be reconciled to certificates and the roster of class participants.

Certificates which are lost must be reported immediately citing circumstances to:
Issuing Officer - Georgia Department of Driver Services

Certificates which are voided shall have the original mailed to the Georgia Department of Driver Services with the voided copy kept in the Center.