

Guemes Ferry Cash Collection Policy

This policy is administered by the Ferry Manager

This document is meant to establish site specific cash collection policies in conjunction with Skagit County Cash Collection Policies administered by the Skagit County Treasurer.

Due to the unique nature of ticketing at the Anacortes Guemes ferry terminal, the time constraints involved with keeping a regular sailing schedule, and an effort to be cost efficient, the following cash handling policies shall be observed.

1. Pursers shall have their individual cash drawer in order to establish individual accountability.
2. At the beginning of each shift the Purser and the Shift Supervisor shall verify individual cash drawers.
3. Pursers are responsible for selling all user media for their shift to include cash tickets, muti-ride tickets, and charge slips.
4. Pursers are responsible for collecting all fares including the appropriate amount of punch holes in muti-ride tickets.
5. Pursers shall be responsible for securing all funds and ticket media in a locked drawer when not in use.
6. Pursers are responsible for and locking the on site safe.
7. At the conclusion of each shift, the purser shall closeout the daily ticket sales and receipts. The captain shall count the deposit and then the purser will reconcile the daily receipts to the deposit with shift supervisor oversight.
8. The Captain shall instruct deckhands to randomly audit vehicles and passengers onboard the ferry for valid tickets.
9. To a reasonable extent, Public Works accounting department will use the USCG boarding counts to audit ticket sales to ensure that vehicles and passenger that boarded the ferry have paid.
10. Individual cash tickets may only be purchased for the next available ferry sailing.

