

The Right Door for Hope, Recovery and Wellness

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| Chapter Title Fiscal Resources | Chapter # F | | Subject # 225.1 |
| Subject Title Cash Receipts | Adopted 12/15/99 | Last Revised 8/31/16 | Reviewed 06/06/06 4/20/10 2/24/14 4/14/15 8/31/16 |

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Intent

Cash receipts shall be protected from misappropriation.

2.0 Handling of Cash Receipts

- 2.1 Cash receipts shall be recorded on a cash receipt log.
- 2.2 Cash receipts shall be turned over immediately to the accounting department for bank deposit.
- 2.3 The Ionia clerical staff member who is scheduled to leave at 4:30 p.m. shall bring the cash receipt logs and cash box to the accounting department at which time the designated individual/individuals will verify that the balance in the cash box equals twenty dollars after totaling all incoming money on the cash receipt log and removing this for deposit. This transfer of cash shall be completed between the hours of 4:00 p.m. and 4:30 p.m. daily.
- 2.4 Belding/Portland office clerical staff shall count the money contained in the cash box, leaving a balance of ten dollars worth of bills and change in the box, and place the remaining money in a sealed envelope along with the completed cash receipt log for a deposit. Clerical staff shall initial the cash receipt log and send to the designated individual along with funds to be deposited.
- 2.5 The accounting department shall verify cash receipts against cash receipts log and prepare a deposit slip for bank deposit.
- 2.6 Deposits shall be made weekly, at a minimum.
- 2.7 At times when it is not possible to deposit funds in bank, the funds shall be locked in the safe.

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2.8 Persons other than those who handle cash receipts shall compare records of cash receipts and summaries to deposit slips and bank statements.

2.9 Records of cash receipts shall be summarized and totals established for posting to the cash receipts journal.

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| Robert S. Lathers, Chief Executive Officer | Date | | |