

CENTRAL SERVICES PROCEDURE – ACCOUNTING

CASH RECEIPTS

Purpose: To provide clear guidelines for processing cash receipts while maintaining separation of duties, which ensure good, strong cash controls.

Cash Receipts Log:

The Executive Secretary will open mail daily and record any cash and checks received on the Cash Receipts Log. Cash received directly from an individual will be counted by both the Executive Secretary and the individual. A verification of funds received will be prepared and signed by both the Executive Secretary and the individual, and a copy of the verification will be made for the individual. The amount will then be included on the Cash Receipts Log.

If the cash received is for the closeout of a cash advance, the Executive Secretary will verify the information against the original cash advance in the Outstanding Cash Advances folder. The amount of cash received will be indicated on the cash advance, initialed by both the Executive Secretary and the individual, and a copy of the cash advance will be given to the individual to serve as a receipt.

If the total amount on the weekly Cash Receipts Log exceeds \$100K from outside agencies it is to be finalized and a new Cash Receipts Log is to be started. When the Cash Receipts Log is completed for the week, a copy of the log is made. Copies of checks are to be made daily and to be attached to remittance advices and any other supporting detail. The copy of the Cash Receipts Log, along with checks, cash and check copies and remittance advices are given to the Accountant to prepare the deposit. The Accountant and the Executive Secretary both count the deposit together to verify the amount, and initialing the Cash Receipts Log. The original Cash Receipts Log is given to the Controller for control purposes.

Deposit:

The Accountant will verify information on the Cash Receipts Log and verify the total amount of cash and checks. The Accountant prepares the deposit to the county by typing a Deposit Permit. The total collections are deposited to the General Fund. The Accountant will make two photocopies of the Deposit Permit. One copy of the Deposit Permit will be placed in the file folder with the Cash Receipts Log and check copies. The second copy of the Deposit Permit will be given to the Sr. Accountant for cash reconciliation purposes. The original Deposit Permit will accompany the cash deposit to the County.

Cash Receipts:

The Accountant will prepare cash receipts for cash collections a minimum of once a week. Unidentifiable cash collections will be posted to account #11-0000-7210-672000-57910 and further research done to obtain the appropriate account number. The Accountant will then key cash receipts into the CREN screen on the Datatel system. The journal date will be the latest log sheet date. The Accountant will submit the cash receipts file folder with an edit report from the Datatel system to the Controller for review.

Review and Approval:

The Controller will verify that amounts on original Cash Receipts Logs, Deposit Permits, and Datatel printout all agree. The Controller then reviews and approves all cash receipts.

Reconciliation:

The Sr. Accountant will track the daily deposits and reconcile them to the County Bank Statements at the end of the month.

Effective Date: 04/1992

Updated: 05/2014

Questions: Sarah Schrader, Controller (X6527)