

Series: Cash Management **COA:** FIN 2, FIN 7.03, FIN 7.05
CFOP:

Procedure Name: Cash Receipts Controls
Procedure Number: CM-140
Revision #/Date: (2) 2-09-09
Effective Date: 10/01/04
Applicable to: All CBCB Staff

SUBJECT: Cash Receipts Controls

PURPOSE: To maintain fiscally responsible cash controls which segregate cash responsibilities.

PROCEDURE:

References

CBCB Policies/Procedures: CM-160, GOV-202, GOV-203, GOV-208

Cash Receipt Mail Log

Recording Cash or Checks

The Administrative Assistant to the CFO or their designee is responsible for opening all mail (except that marked confidential) and recording of all checks / cash on a daily basis on the Cash Receipt Mail Log. This spreadsheet is secured with a password available only to the Administrative Assistant to the CFO, the Receptionist and the CFO. The checks / cash will be delivered to the Accounting Manager or their designee on a daily basis.

If checks / cash are received by staff, they are to submit these items to the Administrative Assistant to the CFO or designee upon receipt for recording on a daily basis on the Cash Receipts Mail Log.

Checks / cash are never left unattended or unsecured. The funds should always be in a locked area until ready to be deposited.

Cash Receipts Mail Log Usage

1. All pertinent data is recorded for all checks received via the mail or from staff on the Cash Receipts Mail Log.
2. All checks are stamped with the endorsement for the appropriate bank account prior to submitting the checks to the Accounting Manager or designee.

3. If cash is received, the following steps occur:

- The cash is counted by the individual submitting the cash for recording with the Administrative Assistant to the CFO or their designee. The Administrative Assistant to the CFO or their designee logs the transaction on the Cash Receipts Mail Log and prints the portion of the Cash Receipts Mail log containing the transaction(s). The submitter of the cash initials and dates the printed portion of the Cash Receipts Mail Log.
- The Administrative Assistant to the CFO or their designee (i.e. receiver of the cash transaction) counts the cash to verify the cash amount being submitted and recorded in the Cash Receipts Mail Log. They then initial and date the printed portion of the Cash Receipts Mail Log.
- The initialed and dated Cash Receipts Mail Log (printout) along with the cash received is submitted to the Accounting Manager or designee.
- The Accounting Manager or designee verifies the cash, then proceeds to initial and date the printout as receiving the cash submitted.
- The printout is used as backup for the deposit.

Bank Deposit

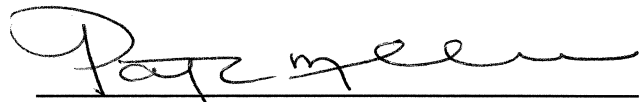
Every Friday or the last day of the month, whichever is applicable, the bank deposit is processed as follows:

- The Accounting Manager or designee provides all transactions for deposit to the Accounting Clerk I or II to prepare the deposit slips for the bank and makes (2) copies of all checks and documentation. One copy is kept on file in the Accounting Department while the other copy is provided to the Accountant for recording the journal entry.
- The Accounting Manager or designee takes the deposit to the bank. The designee cannot be the individual that prepared the deposit, the Accountant who prepares the journal entry or the Senior Accounting Clerk who prepares the bank reconciliation.
- The verification from the bank that the deposit has transpired is provided to the preparer of the deposit who verifies that the deposit slip prepared and the bank verification match.
- The backup documentation and verification of each deposit are provided to the Administrative Assistant to the CFO or designee who records the date of the deposit along with their initials for each transaction on the Cash Receipts Mail Log.

Community Based Care of Brevard, Inc. Policy and Procedure Manual

- All documentation is returned to the Accounting Department for filing.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 3/17/09