
Series:	Cash Management	COA: FIN 2, FIN 7.03, FIN 7.05 CFOP:
Procedure Name:	Cash Receipts Controls	
Procedure Number:	CM-140	
Revision #/Date:	(4) 11-02-2010	
Effective Date:	10/01/04	
Applicable to:	All BFP Staff	

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

PROCEDURE:

References: BFP Policies/Procedures: CM-160, GOV-202, GOV-203, GOV-208
Cash Receipt Mail Log
Live Scan Check and Money Order 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 Controller 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 Controller 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 Controller or designee.
 - The Controller or designee verifies the cash, and then proceeds to initial and date the printout as receiving the cash submitted.
 - The printout is used as backup for the deposit.
4. When checks are received, the following steps occur:
- The Administrative Assistant to the CFO or their designee (i.e. receiver of the checks) logs the check on the Cash Receipts Mail Log.
 - The Cash Receipts Mail Log is printed for that day's activity only. The Cash Receipts Mail Log along with the checks pertaining to the day's activity will be submitted to the Controller or their designee. The Administrative Assistant to the CFO or their designee will initial and date the Cash Receipts Mail Log indicating that these documents were forwarded to the Controller or their designee, who will in turn initial and date the Cash Receipts Mail Log that these documents were received.
 - The initialed and dated Cash Receipts Mail Log and all checks will be submitted to the Accounting Clerk I or Senior Accounting Clerk to prepare the deposit by the Controller or their designee. The Controller or their designee will initial and date the Cash Receipts Mail Log indicating that these documents have been forwarded for deposit. The Accounting Clerk I or Senior Accounting Clerk will initial and date the Cash Receipts Mail Log indicating that all documents have been received for deposit.

Live Scan

All checks and money orders received for payment of fingerprint processing must be recorded on the Live Scan Check and Money Order Log. This log is to be submitted on a weekly basis. The log is located via the following path: g:\shared documents\CBCB Forms\Live Scan Check and Money Order Log.

Care Center Responsibilities

1. Required information to be provided is shaded in blue on the log.
2. Two signatures are required on the log. The preparer and the verifier cannot be the same individual. The signatures must be BFP staff, the administrative assistant, the receptionist or other BFP designee.
3. The BFP staff member who is the verifier of the log will insert the log and all payments into an envelope which must be sealed (a white business envelope). This envelope will then be put into a courier envelope and sent to the administrative office. The envelope can also be hand delivered. In this case a courier envelope is not needed. Regardless of the delivery method, the only BFP staff that is authorized to receive this envelope is the administrative assistant to the CFO, the receptionist or a BFP staff member designee.
4. Prior to sending the checks, money orders and log, the verifier of the log will send an email to the North Drive Suite E receptionist and the Administrative Assistant to the CFO indicating the number of items that should be anticipated to be received.

Administrative Office responsibilities

1. Upon receipt of the envelope, the Administrative Assistant to the CFO, the Receptionist or BFP staff member designee must verify that the seal on the envelope has not been broken. If there has been any tampering with the envelope or there are missing checks or money orders, the Controller or designee must be notified immediately.
2. The Administrative Assistant to the CFO, the receptionist or designee is to verify that each check and/or money order has been received by initialing and dating each line. The cash receipts recording process is to be followed from this point.
3. The completed log is to be submitted with the Cash Receipts Mail Log to the Controller or designee.

Accounting Department Responsibilities

1. Every Friday the Controller or designee will obtain the Live Scan transactions transmitted for that week via the bank website.
2. The Accountant I or designee will verify the Live Scan transactions to the Live Scan Log populated by the care centers located on the BFP share drive to ensure all activity is reconciled between these two sources.
3. The reconciliations will be filed in the Accounting Department.

Bank Deposit

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

- The Controller or their designee provides all transactions for deposit to the Accounting Clerk I or Senior Accounting Clerk 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 I for recording the journal entry.
- The Controller or designee takes the deposit to the bank. The designee cannot be the individual that prepared the deposit, the Accountant III who prepares the journal entry or the Accountant I 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.
- All documentation is returned to the Accounting Department for filing.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
Brevard Family Partnership

APPROVAL DATE: 11/2/10