

Effective Date: 11/19/1998, Motion #98-072  
Revised Date: 6/19/2018  
Review Date: 6/19/2018

## North Sound Behavioral Health Organization

### Section 3000 – Fiscal: Cash Receipts

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Fiscal Officer

Executive Director's Signature:

Approved by: Board of Directors

Motion #: 98-072

Date: 11/19/1998

Date: 6/21/2018

### **POLICY #3007.00**

#### **SUBJECT: CASH RECEIPTS**

#### **POLICY**

Adequate controls shall be maintained in the receiving of cash. Cash includes checks, money orders, currency and coin.

#### **PROCEDURE**

All cash receipts will be deposited to the Skagit County Treasurer except checks for the Petty Cash Fund, Advance Travel Fund and Flexible Spending Account. A Skagit County Treasurer's receipt transmittal form is prepared. The receipt form will provide the following information at a minimum:

1. Date;
2. Source of moneys received; and
3. Amount.

All deposits shall be made daily. The Petty Cash Fund, Advance Travel Fund and Flexible Spending Account are prepared on a deposit slip. A copy of the bank's receipt and a copy of the checks and deposit slip are kept at North Sound Behavioral Health Organization (North Sound BHO).

Cash received shall be forwarded to the Fiscal Department. All check and money orders will be marked with "For Deposit Only North Sound BHO LLC" by the receptionist. A copy of the check or money order will be taken by the receptionist and placed in the cash-receipting journal along with a written record of the transaction the receptionist will then prepare the cash receipt form. The cash and receipt or deposit slip shall be transmitted to the Skagit County Treasurer's office by courier or deposited to the Petty Cash Fund, Advance Travel Fund and/or Flexible Spending Account. The original of the receipt or deposit slip shall then be returned to the Accounting Staff and recorded in the North Sound BHO accounting records.

The Petty Cash Fund, Advance travel Fund and Flexible Spending Account shall be reconciled to the bank statement by the North Sound BHO Accounting Specialist monthly and reviewed by the Financial Officer annually. At month end, North Sound BHO Skagit County cash balance should be reconciled to North Sound BHO records. All variances will be researched and corrected.

#### **ATTACHMENTS**

None