

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA055

NAME: CASH RECEIPTS POLICY

INITIAL APPROVAL DATE:	03/29/1999	BY: Audit Committee
(LAST) REVISION DATE:	01/28/2024	BY: EAA
(LAST) REVIEW DATE:	02/15/2024	BY: Policy Committee
DISCONTINUED DATE:	NA	REPLACED BY: NA

I. **PURPOSE**

To establish policies and procedures for the receipt, deposit and recording of cash and revenues generated by mental health services.

II. **APPLICATION**

Populations: **ALL**
Programs: Direct - **ALL**
Contracted - **ALL**

III. **POLICY**

Control will be established over all cash and checks received by means of prompt deposits and regular reconciliations.

IV. **DEFINITIONS**

V. **STANDARDS**

A. Control of Cash Collections

1. Under the supervision of the EAA, two staff shall open the mail and prepare a listing of cash and/or checks received in the mail.
2. The staff opening the mail and preparing the list will be persons other than those who deal with accounts receivable, accounts payable or the general ledger.
3. All mail shall be stamped with the "Received" stamp that reflects the date received.
4. The cash receipts list shall include the name, amount, and date of all receipts.
5. Cash and/or checks received by the front desk receptionist will be receipted immediately on sequentially numbered receipts or other sequential numbering system detailing the name, amount and date of receipt.

B. Deposit of Cash/Check Collections

1. All cash and checks received are to be deposited weekly.
 - a. Checks in excess of \$20,000 are to be deposited daily.
 - b. All other cash and checks received will be secured until deposited, accessible only to appropriate finance personnel.
2. Records of receipts shall be summarized and totals established for posting to the general ledger.

3. The CFO will be responsible for a monthly reconciliation of the Agency books to bank statements.

VI. ATTACHMENTS

VII. REFERENCES