

<b>Subject:</b>	<b>CASH RECEIPTING PROCEDURE</b>
<b>Section:</b>	<b>PPG# 6510</b>
<b>Chapter:</b>	<b>Fiscal Management</b>
<b>Effective Date:</b>	<b>6/09/16</b>

## 1.0 POLICY

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### 1.1 Receipt Forms

- a. Receipt forms shall be preprinted with the District's name and unique receipt number and shall provide: name of payer, amount received, type of payment (cash/check), purpose of payment and name of the person receiving payment.
- b. Generic receipt forms shall not be used.
- c. Voided receipts and their copies shall be retained.

### 1.2 Deposits

- a. Per RCW 43.06.240, the District has requested and been granted a deposit waiver by the Thurston County Treasurer allowing for weekly deposits.
- b. Treasurer waivers are valid for two-years and must be renewed by request of the County Treasurer upon expiration.
- c. Checks shall be endorsed *For Deposit Only* immediately upon receipt.

### 1.3 Internal Controls

- a. Cash receipts shall be properly protected during the day with limited access to the receipting area. During non-business hours, cash and receipts shall be safe guarded in a secure location.
- b. The person receipting the funds may also prepare the deposit. When possible, each deposit shall be reviewed by a second party who will compare receipts to the bank deposit, verifying the review by initials or signature in the receipt book.
- c. A duplicate copy of bank deposits, detailing the deposit, shall be retained in a secure location.
- d. The deposit shall be delivered to the bank in a bank bag, preferably with a lock or tamper proof device.

## **2.0 RESPONSIBILITIES**

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- 2.1** Monthly deposits shall be reconciled with the County Treasurer by someone other than the employee who has primary responsibility for cash receipting. Any discrepancies shall be researched and resolved.
- 2.2** The Administrative Assistant has primary responsibility for the receipting of cash.
- 2.3** The Executive Assistant has primary responsibility to review deposits and reconcile them monthly with the County Treasurer.