

## The Right Door for Hope, Recovery and Wellness

Chapter Title <b>Fiscal Resources</b>	Chapter # <b>F</b>		Subject # <b>225.1</b>
Subject Title <b>Cash Receipts</b>	Adopted  12/15/99	Last Revised  1/30/24	Reviewed 06/06/06; 4/20/10; 2/24/14; 4/14/15; 8/31/16; 6/26/19; 8/13/20; 7/30/21; 6/24/22; 6/14/23; 1/30/24

### **PROCEDURE**

#### **Application**

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

#### 1.0 Intent

Cash receipts shall be protected from misappropriation.

#### 2.0 Handling of Cash Receipts

2.1 Cash receipts shall be recorded on a cash receipt log.

2.2 Cash receipts and cash receipt log shall be turned over at the end of each business day to the accounting department for bank deposit.

2.3 Before 5 p.m. of each day, clerical staff shall count the money contained in the cash box, leaving a balance of twenty dollars' worth of bills and change in the Ionia cash box and ten dollars' worth of bills and change in the Belding/Portland cash box.

2.4 The accounting department shall verify cash receipts against cash receipts log and prepare a deposit slip for bank deposit.

2.5 Deposits shall be made weekly, at a minimum.

2.6 At times when it is not possible to deposit funds in the bank, the funds shall be locked in the safe.

2.7 Persons other than those who handle cash receipts shall compare records of cash receipts and summaries to deposit slips and bank statements.

2.8 Records of cash receipts shall be summarized and totals established for posting to the cash receipts journal.

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Kerry Possehn, Chief Executive Officer	Date		