

MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Cash Receipts

COQ: VII-A.7
Effective:1/1/14
Supersedes: 9/10

POLICY

The MHRSB staff shall take all practical measures to ensure that cash receipts are secured and processed as expeditiously as possible, and that adequate internal controls exist to protect them from misappropriation.

ACCOUNTABILITY

Associate Executive Director

PROCEDURE

1. Mail is opened daily by the Customer Service Representative or other designated person who is not part of the Finance Department. Checks and cash are logged immediately in a numerically controlled receipt book.
2. A copy of the remittance advice is maintained by the Customer Service Representative. The cash or checks, along with the original remittance advice are forwarded directly to the Finance Manager. (NOTE: Under no circumstances are cash or checks to be left undelivered in the mail room).
3. For any cash or check, the Finance Manager or designee prepares an auditor's slip, noting the general ledger account number. (If the receipt was an advice of wire transfer, the account number is assigned on the slip, and it is held pending notification of pay-in from the Auditor.)
4. The Finance Manager or designee forwards the auditor's slip and the cash to the Auditor who prepares a pay-in receipt for each day's receipts to take to the Cashiers' Office for deposit and check endorsement of "For Deposit Only". If the Board receives checks or cash in excess of \$1,000, these items will be deposited no later than the next business day. For cash or checks which are less than \$1,000, these checks and cash deposits are taken to the Lucas County Treasurer's Cashiers' Office within three business days.
5. A general ledger entry is posted from auditor's slips, and the pay-in report and copies of auditor's slips and remittance advices are filed by date sequence.

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6. On a quarterly basis the Contract Compliance Monitor will compare the receipt book entries with the pay-in reports to insure that all checks have been deposited with the Lucas County Treasurer. The Contract Compliance Monitor will initial the quarterly review directly in the receipt book.

Approved:



Scott A. Sylak, Executive Director



Review Date