

SUBJECT: DEPOSITS

EFFECTIVE  
DATE: 05-18-10

APPROVED BY:

Reviewed (no changes): 04-05-11 \_\_\_\_\_  
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Executive Director

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POLICY

It is the policy of McIntosh Trail CSB that deposits shall be turned into the Financial Resources Department on a weekly basis.

PROCEDURE

1. All monies/checks and/or credit card payments received by any program of McIntosh Trail CSB must be turned in on a deposit form to the Financial Resources Department at a minimum of one time per week.
2. All credit card payments received should be deposited separately, on their own deposit form. All credit card transactions that occur during the month must be forwarded to the Financial Resources Department within the same week said transaction occurs.
3. Payments received at the billing window must be posted to the consumer's account and a daily receipt report must accompany all deposits.
4. All checks attached to the deposit form must be stamped on back with the proper account number.
5. All credit card receipts must have the account number indicating where to post the payment written at the bottom of said receipt.
6. Duplicate copies of all checks and/or credit card receipts must accompany the appropriate deposit.
7. Under no circumstances, should monies/checks and/or credit card receipts be taken home with anyone.
8. No checks of any kind, from anyone, may be cashed using monies collected at the billing window. This includes petty cash reimbursement checks.
9. Billing window monies may not be intermingled with any other funds (i.e. petty cash, consumer funds).
10. The Financial Resources Department must be notified if no monies/checks and/or credit card receipts have been collected in any given week via email.
11. Deposits must be transported to the Financial Resources Department in a locking bank bag and either delivered by the company courier or personally by an employee. All deposits should be given directly to someone in the Financial Resources Department to be immediately locked in the safe.
12. No deposits can be sent in a regular envelope through interoffice mail.

Deposits may be delegated to an employee below the Department Manager for completion, but Financial Resources Department must be made aware of the staff member responsible for completing deposits at all times. Unannounced audits, by the Financial Resources Department, of these funds will be made at a minimum of once during a fiscal year.