



CASH RECEIPTS POLICY

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Date Adopted:	May 26, 2011	Date Revised:	October 26, 2017
Updated By:	NWCCOG		

POLICY:

Cash and Checks will be handled in such a way that all possibility for loss or misuse is minimized.

PROCEDURE:

1. Incoming checks and cash are first handled by the Office Manager.
2. Mail is gathered from the post office and opened by Office Manager on a daily basis. Any incoming checks are stamped with date received.
3. Any other checks and cash received directly are also handled by Office Manager. Checks and cash received are stored in the front office safe.
4. Each week the checks and cash are entered into NWCCOG's accounting software and batched by Fiscal Assistant.
5. Fiscal Assistant prepares the deposit for the Bank, scans all checks and keeps an electronic file, as well as a physical copy of the deposit summary and deposit slip.
6. Office Manager or Executive Director physically take the deposit to the Bank and return receipt to Fiscal Assistant.
7. Fiscal Assistant posts the deposit to NWCCOG accounting software file.
8. Fiscal Assistant matches invoices to the payments and verifies the correct coding in to the AR and revenue accounts.
9. Monthly bank reconciliations are then prepared by Fiscal Officer.