4.16 .a SIERRA KINGS HEALTH CARE DISTRICT
FINANCE
POLICIES AND PROCEDURES

AR – RECEIVING CASH AND CHECKS – accounts receivable to facilitate the receipt of cash and checks paid to the order of the Sierra Kings Health Care District (the District).

PURPOSE:
The purpose of this policy is to ensure the District has a layered approval process for receiving cash and checks towards internal control.

POLICY:
It is the policy of the District that processing the receipt of cash and checks is dealt with in a uniform fashion that strengthens internal controls.

PROCEDURE:

GENERAL ACCOUNTS RECIEVABLE

1. Upon receipt of cash, the Business Office shall use a receipt book with carbon duplication and unique numeration to immediately issue a receipt. In the event the recipient is not present, the receipt shall be mailed by the next business day. The cash shall be held by the Finance Department and deposited into the banking institution within 24 hours.

2. Upon receipt, checks shall be stamped “for deposit only”.

3. Checks shall be copied. Copies shall be attached to the banking reconciliation packet.

4. Check information shall be entered into the accounting system.

5. Checks are deposited into the banking institution using the bank application for amounts up to $5,000 or directly into the bank by the next business day.

6. When preparing the Financial Overview and Cash Flow Analysis, the CFO performs a routine analysis of payments received to ensure recurring lease and property tax payments are received.

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