



## Enriching Lives & Connecting Communities

### Administrative Office Cash Receipts

Finance  
Policy No. 9010

Revision Date: December 16, 2013

#### Policy Statement

Richland County Recreation Commission receives cash as a form of payment for services rendered throughout the organization. The organization's goal is to establish a standardized procedure to minimize the risk of financial loss, poor customer service, compliance issues, and fraud.

#### PROCEDURES:

1. Staff will record and receipt all money in their records on the day the money is received.
2. Staff will give a receipt to anyone who pays by cash, credit card or check; indicate on the receipt what the money is for and the general ledger account number to be credited; give the original receipt to the patron and give the money to the depositor. If using a database, the database will generate the receipt and print (2) copies – one for the patron and one for the files.
3. Staff will write the appropriate general ledger account number on all checks, money orders, and travelers' checks. A deposit transmittal form will be filled out and given with the deposit to the designated depositor.
4. The person designated to make the deposit will prepare deposit tickets for the appropriate bank accounts in duplicate, keeping one copy on file and giving the original with the monies to the Division Head for Business Operations. The Division Head for Business Operations will verify the deposit total and reconcile any discrepancies and return the deposit to the depositor.
5. The designated depositor will take the deposit to the bank. The depositor will compare the validated amount to the deposit total and reconcile any discrepancies with the bank, and give the validated deposit slip to the finance department.
6. The designated depositor will record the office deposits in the cash receipts database. The Accounting Manager/Accounting Coordinator will record all site money in the cash

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receipts database and report all monies received to the Division Head of Business Operations.

7. The Accounting Coordinator will check Receipt Log Reports weekly to ensure proper receipting of the financial database.
8. The Accounting Manager/Accounting Coordinator will reconcile all bank accounts. The Accounting Manager/Accounting Coordinator will compare the cash receipts report and class sheet from the database and any other documents deemed necessary to complete the bank reconciliation and check for accuracy and timeliness of deposit.
9. The Accounting Manager /Accounting Coordinator will prepare a monthly cash receipts audit to check for any discrepancies. Discrepancies will be reported to the supervisor with correction to be made to the monthly financial cash receipts report.
10. The Accounting Manager/Accounting Coordinator will run the Account Summary Report and give two copies to the Division Head of Business Operations for posting cash receipts to the General Ledger.
11. The Division Head for Business Operations will input the cash receipts journal entry into the Accounting System to reconcile the general Ledger.
12. The Division Head for Business Operations will provide the Division Heads of other departments with budget to actual and a general ledger transaction report monthly.
13. Administrative Office deposits *should be* made daily if the total deposit is greater than \$500 or if the total cash is greater than \$50. Any undeposited monies will be kept in the safe and should be deposited by 2:00 p.m. of the next business day.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact the Executive Department