

Policy & Procedure Manual

PAYMENTS – FD-V-2

POLICY

All cash, cheque or money order payments will be receipted and posted accordingly.

PURPOSE

To ensure accurate recording of all funds received.

PROCEDURE

1. All cash, cheque or money order payments will be receipted on pre-numbered duplicate security cash receipts.
2. Bank deposits will be made on a minimum of a bi-weekly basis.
3. The cash receipts will be posted to the General Ledger on a monthly basis and balanced to the cash receipt book.
4. Auto deposited funds will be recorded in the General Ledger based on payee notifications received.
5. All deposits will be reconciled to the bank statement monthly.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Community Services
Administration

ORIGINAL POLICY DATE: July 1993

AUTHORIZED BY: Executive Director

SIGNATURE: _____

