**POLICY TITLE: Receiving/Depositing Remittances**

**POLICY NUMBER: 2140**

2140.1 It is the policy of the District that the General Manager shall cause appropriate staff to timely receive and deposit remittances and to ensure accountability. The General Manager shall designate a person or position to act as the designated staff person under this policy (“Designated Staff Person”).

2140.2 Procedures for incoming Checks:

1. Office Admin/Treasurer opens mail, receiving all checks and stamping “for deposit only”.
2. Using approved account codes, Office Admin/Treasurer logs each check on a weekly spreadsheet. If the application of any check to a particular fund or account of the District is unclear, Office Admin/Treasurer logs as “Miscellaneous”.
3. Office Admin/Treasurer stamps any accompanying paperwork “Paid” and gives it to the Designated Staff Person. If there is no accompanying paperwork, Office Admin/Treasurer will match check to open invoice(s) and proceed with above.
4. Once a week, the spreadsheet is given to the Designated Staff Person.
5. Checks are given to the Designated Staff Person each day.
6. The Designated Staff Person records each check in the accounting program. Any checks logged as “Miscellaneous” go to the Office Admin/Treasurer for appropriate coding.
7. Office Admin/Treasurer prepares the bank deposit.
8. Office Admin/Treasurer verifies correct coding and dollar amounts coding and accounting for any check classified as payment for an administrative service will be verified by the General Manager.
9. The Designated Staff Person deposits with bank.
10. The Designated Staff Person records the deposit in the General Ledger.