

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: CASH RECEIPTS	DATE APPROVED:	EFFECTIVE: 6/2/22	POLICY NO. 288
	6/2/2022	REPLACES: NEW	

I. **PURPOSE:** The purpose of this policy is to define the accounting practices and procedures that will occur in order to safeguard the funds of the County. Cash receipts will be deposited promptly and in-tact according to the following policy.

II. **AUTHORITY:** The Calhoun County Board of Commissioners.

III. **RESPONSIBILITY:** The Office of the Administrator/Controller, as the County’s Chief Financial Officer, shall be responsible for the implementation and administration of this policy. This policy applies to all Calhoun County employees and Elected Officials.

IV. **POLICY:**

- A. Cash will be initially received by the Treasurer’s Office or a Departmental Designee. He/she will log each check. A copy of the daily log along with the physical checks and cash will be provided to the Finance Office or the Departmental Accounting Head.
- B. General ledger accounts for recording cash receipts will be determined by the Finance Department.
- C. Cash receipts will be recorded approximately daily by the Treasurer’s Office and/or Departmental Designees.
- D. Deposits will be made to the bank at least daily by the Treasurer’s Office and weekly at the minimum by Departmental Designees.
- E. Deposits slips will be filed internally along with a copy of the cash receipt log and any available remittance advices, etc. The deposit will be approved through the electronic accounting system as evidence of independent review and approval.
- F. Wire transfers and ACH payments will be recorded through the County Financial System’s Accounts Payable process.
- G. Daily transfers between County bank accounts will be recorded through general journal entry and approved via electronic workflow in the County Financial System.
- H. All cash receipts will be independently reviewed and approved as part of the bank reconciliation process.