Accounting Policy and Procedure

PROCESSING CASH and CHECK PAYMENTS

POLICY

It is the policy of Holy Rosary School to process and to deposit to the bank all cash and checks received on a timely basis. It is recommended that payments be processed on-site, not taken home. Checks are the preferred method of payment. It is recommended that checks be the only method of payment for school fundraising events. When creating your fundraising order form, please include: **Attach check only payment – no cash please!** on the document. For those times when cash is the only option, a receipt must be issued (see below).

To maintain internal control, two people must **always** be present to count the money/checks and create the cash receipt.

After counting and when cash is brought to the Rectory Office Accounting Staff for processing, a member of the Staff must count the cash in the presence of the persons bringing the deposit and sign off on the spreadsheet accompanying the deposit.

PROCEDURE

    A. PROCESSING CASH AND CHECKS

1. Process checks and cash immediately by recording on excel spreadsheet. For cash payment, issue receipt. *(If you need a receipt booklet, check with Rectory Office.)*

2. A copy of the spreadsheet will serve as the cash receipt form and is to always accompany the funds to be deposited. The spreadsheet must contain the following information:

    a. Description: Who the money is from and the check number, if applicable,

    b. Amount,

    c. Batch Total - is the total amount to be deposited,

    d. Who the cash receipt was prepared by (*please print and then initial*).

3. Checks are to be endorsed prior to preparing for deposit. *(For endorsing stamp, check with Rectory Office.)*

    a. Endorse checks on the top 1½ inches of the left side of the back of the check.

    b. The endorsement stamping must be legible.

4. Two duplicate adding machine tapes are to be run for each set of forty checks. All sets of checks are to be batched together with the cash. One adding machine tape is to be run for the entire batch (includes all sets of checks and cash).

5. Retain a copy of the completed cash receipt form for your file.