

# Policy

**POLICY TITLE: CASH RECEIPTING**

**POLICY NO.: ADM-12-08**

**RESOLUTION: N/A**

**EFFECTIVE DATE: 1995-02-22**

**DEPARTMENT RESPONSIBLE: Finance**

**NEXT REVIEW DATE: n/a**

## STATEMENT:

This policy is intended to serve as a guide for revenue collection, issuing of receipts, and the general maintenance of record keeping for revenue.

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## RESPONSIBILITIES:

1. All revenue must be receipted and posted to the applicable General Ledger code as soon as it is received
2. All revenue over \$250.00 for each business day must be batched and deposited daily
3. Each deposit must be checked and signed by the Director of Finance
4. Records of deposits are to be kept in batch number order in an appropriate filing system for a period of seven years
5. Deposits must be balanced to the applicable General Ledger code monthly

**SPECIAL NOTES/CROSS-REFERENCE: Supersedes B9**

**AMENDMENT DATE:** Click or tap to enter a date.