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www.cckids.net

**Series** 1000: Funding and Fiscal Management

**Policy Name** Cash Management

**Policy Sub-Name** Mail Receipts

**Policy Number** 1004.2

**Origination Date:** November 1, 2013

**Revision Date:** July 1, 2018

**Regulation**

Payment of public funds into the Treasury 116.001 F.S.

Internal Control and Review 1001

**Attachments**

**Exhibit A** Deposit Log

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*Our mission is to enhance the safety, permanency and well-being for all children in Okeechobee & the Treasure Coast through a community network of family support services. Our vision is to eliminate child abuse, neglect and abandonment in Okeechobee & the Treasure Coast so all children grow to their full potential.*



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## **Policy**

It is the policy of Communities Connected for Kids to ensure all negotiable items are accurately accounted for and available for disbursement as indicated by the payor source or donor.

## **Scope**

Funds received by Communities Connected for Kids corporate office are limited in amount and nature (donations and Social Security Benefit checks on behalf children for which Communities Connected for Kids has been named Representative Payee, grant reimbursements, etc.). State distributed funds are received through electronic fund transfers directly into the Communities Connected for Kids operating account. Funds received locally at Communities Connected for Kids corporate location are deposited into the Communities Connected for Kids operating account maintained and reconciled by Devereux Foundation staff on a monthly basis.

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## 1. Definitions

- a. Mail Receipts - Any negotiable medium received through the mail, in person or through employees of Communities Connected for Kids.
- b. Mail Opener (Cashier) - Individual responsible for the receipting and initial recording of cash collections.
- c. Cash Receipt Record - A pre-numbered, three part, general use, cash receipt form produced in books designed as a written acknowledgement of cash, checks, money orders and other negotiable instrument.
- d. Deposit log - Document used to identify the proper sub-account and general ledger account for funds received.

## 2. Mail Receipts

- a. The mail opener should be independent of the cash collection process (i.e., cashier, person who prepares the deposit).
- b. Checks, money orders and other negotiable instruments should be restrictively endorsed as the mail is opened.
- c. Collections should be receipted immediately upon receipt with triplicate pre-numbered receipts.
- d. Each cashier should use his/her own series of pre-numbered receipts.
- e. A control log of un-issued, issued, and returned receipts should be maintained by someone independent of the cash collection process.

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- e. Collections recorded in the duplicate receipt book should be verified subsequent to the deposit by someone independent of the cash collection process.

Approved: Carol Deloach

Carol Deloach, CEO

**July 1, 2018**

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