**EDWIN FAIR COMMUNITY MENTAL HEALTH CENTER, INC.**

**ADMINISTRATIVE MANUAL**

**CASH RECEIPTS**

**POLICY:**

All receipts shall be deposited on a timely basis by bonded personnel. The custodian of the cashreceipts will be responsible for any losses of funds. Any consumer payments for services will be posted against Edwin Fair Accounts Receivable by the Accounts Receivable Clerk*.*

**PROCEDURE:**

Equipment is provided by the bank to scan in checks and deposits electronically. Checks andcash receipts will be registered in the Edwin Fair Check Log Book. At the time of receipt, all checks will be scanned in to electronically deposited funds. The check shall then be stamped “COMPLETED”, dated and initialed. The checks will then be filed for record keeping by the accountant.

If there is equipment failure the following procedure shall be used: Allreceipts will be registered in the Edwin Fair Check Log Book. At the time of receipt, all checks and cash shall be stamped "For Deposit Only. Designated Cash Receipt Clerk prepares the bank deposits. Another DesignatedCashReceipt Clerk shall take the deposit to the banking facility**.**

Pre-numbered cash receipt documents shall be used for client fees. Any Edwin Fair facility taking incash receipts shall have their own cash receipt book. There shall be only (1) cash receipt book used at a time at any Edwin Fair Facility. There shall be an accounting for all cash receipts in **t**hepre-numbered receipts book. The cash receipt is written up by the Designated Cash Receipt Staff for cash payments. The original receipt is given to client. A back up to the Cash Receipt Staff shall beappointed for such occasions needed**.**

Edwin Fair Designated Cash Receipt Staff should be the only staff handling cash receipts for payments to Edwin Fair for the month. Kay County Outpatient Facility and Payne County Outpatient Facility will have a cash box with $100.00 cash for making change. The cash box will be reconciled each month to the $100.00 by the Designated Cash Receipt Staff and any excess will be deposited into the bank. In the event at any time the cash receipt box has more than $300.00 during the month an additional deposit should be made. A deposit slip will be created for the excess cash receipts by the Designated Cash Receipt Staff. A second Edwin Fair staff will verify the deposit and take the deposit to the bank to be deposited. Copies of the receipt book for the cash collected in that month and the copy of the deposit slip will be sent to the Accounts Payable Clerk in the Kay County Outpatient Facility. There will be an additional copy of the receipts and deposit slip made and given to the Accounts Receivable Clerk**.**

Accounts Receivable Clerk shall handle data input in the computer system for consumer relatedservices.