

POLICY AND PROCEDURE

REACH for Tomorrow

RF-225 Cash

This policy shall apply to REACH for Tomorrow.

1. Intent

It is the intent of this policy to ensure that all cash, checks, and credit card receipts are accounted for and protected from misappropriation.

2. Policy

2.1. Control shall be established over all cash accounts so that payment for goods and services has been authorized by the Chief Executive Officer (CEO) through a system of authorization processes that delegate authority to the Chief Financial Officer (CFO). Complete and accurate records are made of each payment, cash receipt and cash disbursement and are recorded in the appropriate accounting period.

2.2. A system shall be in place whereby mail will be opened by two individuals.

2.3. Control shall be established over all cash and checks by implementing a system whereby checks shall be restrictively endorsed.

2.4. Cash receipts and checks shall be recorded and deposited promptly in the appropriate REACH for Tomorrow bank account.

2.5. Deposits of cash and checks received through the mail shall be opened by an individual other than the individuals responsible for recording receipts. The payment for goods and services, whether accomplished by check or bank transfer, shall be organized to ensure that no unauthorized payments are made, that complete and accurate records are made of each payment and that payments are recorded in the appropriate period. Additionally, physical access to cash and non-issued checks shall be restricted to authorized personnel.

3. Petty Cash

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Control shall be established through a procedure over all petty cash accounts so that disbursements are authorized, properly recorded and replenishment of account is initiated on a timely basis.

4. Credit Cards

All Credit Card payments received for goods or services shall be receipted following the Credit Card Receipt procedure. In addition, no credit card information shall be stored in The Right Door's systems or files.

References:

CARF Standards Manual, Behavioral Health, Business Practices, Financial Planning & Management