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**North Sound Behavioral Health Administrative Services Organization, LLC**

Section 3000 - Fiscal: Cash Receipts

Authorizing Source:

Approved by: Executive Director Date: 9/13/2022

Signature:

**POLICY #3007.00**

**SUBJECT: CASH RECEIPTS**

**POLICY**

Adequate controls shall be maintained in the receiving of cash. Cash includes checks, money orders, currency and coin.

**PROCEDURE**

All cash receipts will be deposited to the Skagit County Treasurer except checks for the Petty Cash Fund, Advance Travel Fund and Flexible Spending/HRA Account. A Skagit County Treasurer's receipt transmittal form is prepared. The receipt form will provide the following information at a minimum:

1. Date;
2. Source of moneys received; and
3. Amount.

All deposits shall be made timely. The Petty Cash Fund, Advance Travel Fund and Flexible Spending Account are prepared on a deposit slip. A copy of the bank's receipt and a copy of the checks and deposit slip are kept at North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO).

Cash received shall be forwarded to the Fiscal Department. All check and money orders will be marked with "For Deposit Only North Sound BH-ASO" by the front desk. A copy of the check or money order will be taken by the front desk and placed in the cash-receipting journal along with a written record of the transaction the administrative staff will then prepare the cash receipt form. The cash and receipt or deposit slip shall be transmitted to the Skagit County Treasurer's office or deposited to the Petty Cash Fund, Advance Travel Fund and/or Flexible Spending Account. The original of the receipt or deposit slip shall then be returned to the Accounting Staff and recorded in the North Sound BH-ASO accounting records.

The Petty Cash Fund, Advance travel Fund and Flexible Spending Account shall be reconciled to the bank statement by the North Sound BH-ASO Accounting Specialist monthly and reviewed by the Senior Accountant annually. At month end, North Sound BH-ASO Skagit County cash balance should be reconciled to North Sound BH-ASO records. All variances will be researched and corrected.

**ATTACHMENTS**

None