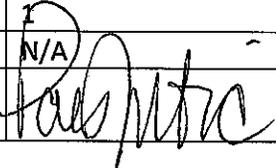


Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Fiscal
Standard Title	Agency Receipts Processing and Verification
Regulations	N/A
Original Issue Date	06/30/2009 (previously Cash Receipts)
Latest Revision Date	04/04/2016 06/08/2023 1/18/2024
Number of Pages	1
Attachments	N/A
Approved by: Paula Jubic, Executive Director	

Standard:

In order to have separation of duties for the acceptance and tracking of agency income and donations separated from the roles of the fiscal staff we have established the following procedures to appropriately process and verify deposits.

Procedure:

1. Each day incoming cash or checks are recorded by the HR Assistant, or designee, and delivered to the Billing Specialist, or designee, who distributes the checks to the appropriate party within the finance department.
2. The items are then photocopied, a deposit ticket is filled out and the items are placed in the bank bag to be transported during the next bank run.
3. The day following the deposit the staff accountant enters the cash receipts into the Fund EZ system.
4. Each month as part of the closing process the Fiscal Director collects the cash/check log from the Executive Assistant and generates the Fund EZ general ledger detail.
5. The two reports are compared for accuracy and any exceptions identified.
6. Once these steps are completed and reconciliation is attained, the report is filed in the applicable month.