
California Pines CSD

POLICY HANDBOOK

POLICY TITLE: Receiving/Depositing Remittances

POLICY NUMBER: 2140

2140.1 It is the Policy of California Pines CSD that the General Manager shall cause appropriate staff to timely receive and deposit remittances and to ensure accountability.

2140.2 Procedures for Incoming Checks:

- a) Human Resources Coordinator opens mail, receiving all checks and stamping “for deposit only”.
- b) Using approved accounting codes, Human Resources Coordinator logs each check on a weekly spreadsheet.
 - If the application of any check to a particular fund or account of the District is unclear, Human Resources Coordinator will log it as “miscellaneous”.
- c) Human Resources Coordinator stamps any accompanying paperwork “PAID” and it is given to the Office Facilitator.
 - If there is no accompanying paperwork, the Human Resources Coordinator will match the check to open invoice(s) and proceed with above.
- d) Once a week, the spreadsheet is given to the Accounting Service.
- e) Daily the checks are given to the Office Facilitator.
- f) The Human Resources Coordinator records each check in the accounting program.
- g) Any checks logged as “Miscellaneous” go to the General Manager for appropriate coding.
- h) The Office Facilitator prepares the bank deposit.
- i) The Human Resources Coordinator or General Manager deposits with the bank.
- j) The Accounting Service records the deposit in the General ledger.