

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

Date of Issue: 12/14/79

Section Number 303

Date Revised: 4/13/82; 12/12/88; 2/1/91; 3/17/05; 5/31/17

Policy 303 – Procedures for Satellite Clinic Bank Deposits

I. OVERVIEW

In an effort to increase the timeliness of bank deposits, make certain that consumer payments are recorded for the month in which they were paid, and to better monitor cash on hand, satellite clinic staff will make deposits directly into their respective banks on a timely basis. These banks are The First Peoples Bank of Mullens in Mullens and the McDowell County National Bank in Welch.

II. PROCEDURES

On days when no payments are received or a small amount is received and the total amount on hand is less than \$10, the deposit may be deferred until the following day. Deposits should be made no less than three times per week and always on Friday if any funds are on hand. A deposit should always be made on the last working day of the month prior to 2:00 p.m. and should include as many payments as possible which have been received on that day. This will make certain that consumer payments are recorded in the proper month and are reflected in the monthly billing statements which the consumers receive. A minimum of two staff members, and preferably three, should be involved in the procedures from the time the cash is received until it is deposited into the bank. The same person should not receive payments and prepare the receipt, prepare the deposit and the voucher, and make the bank deposit. The following procedures are to be effective immediately.

- A. All incoming cash, checks, money orders, etc., will be recorded by preparing a receipt from the Southern Highlands printed pre-numbered receipt book. This includes state checks, DAP sales, consumer service fees, donations, etc. If a consumer does not desire a copy of the receipt, the white copy may be discarded. Immediately upon receipt of checks, the check is run through the scanner and authorization form will be printed for the consumer to sign. Void will be written on the check after approval and the voided check will be given back to the consumer.
- B. A voucher will be prepared for each separate bank deposit. The receipt number should be entered in the appropriate column and should be listed in numerical order, including voided receipts. Under the source column, show the name of the payer and the case number to which the payment should be applied. The amount

of the payment should be shown in the cash column. The voucher should then be totaled, and the total should agree with the total of the receipts.

- C. An original and one copy of the bank deposit ticket will be prepared listing the total of cash and coins on the appropriate lines. The amount should be shown in the amount column. The total of the deposit ticket should agree with the voucher.
- D. The original deposit ticket will be attached to the funds to be deposited. When the deposit is made, the bank receipt will be attached to the copy of the deposit ticket. The bank receipt, voucher, the yellow copies of the receipts from the receipt book in numerical order (including voided receipts) and the copy of the bank deposit ticket will be attached together and forwarded to Princeton. Any other supporting information such as a remittance advice, an invoice copy, etc., that are received along with payments should also be included with this package. Please make certain that the amounts on the deposit ticket, the voucher, and the receipts are in agreement.

III. SUGGESTED OUTLINE OF STAFF PARTICIPATION

	Staff Person #1	Staff Person #2	Staff Person #3
Receive cash and prepare receipt	X		
Prepare voucher from receipts		X	X
Prepare bank deposit from voucher	X		
Make a deposit at bank		X	X
Prepare and forward all forms to Princeton	X	X	X