

Key Peninsula Metropolitan Park District
Db a Key Pen Parks



Resolution No R 2019-06

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING UPDATED CASH RECEIPTING, DEPOSITING, AND INTERNAL CONTROLS POLICY

WHEREAS, the Board of Park Commissioners for the Key Peninsula Metropolitan Park District ("Key Pen Parks") adopted a Cash Receipting, Depositing and Internal Controls Policy via Resolution R2014-13; and

WHEREAS, Key Pen Parks desires to adopt an updated Cash Receipting, Depositing, and Internal Controls Policy;

NOW, THEREFORE, THE BOARD OF PARK COMMISSIONERS OF KEY PEN PARKS HEREBY RESOLVES AS FOLLOWS:

Section 1. Resolution Number R2014-13 is hereby repealed.

Section 2. The Cash Receipting, Depositing, and Internal Controls Policy attached hereto as Exhibit 1 is hereby adopted.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting held at the Volunteer Park Annex this 12th day of August 2019.

Attest:

Key Peninsula Metropolitan Park District
Board of Park Commissioners
Pierce County, Washington

Mark Michel, President

Edward Robison, Vice President

Kip Clinton, Clerk

John Kelly Member-at-Large

Shawn Jensen, Member-at-Large



Cash Receipting, Depositing and Internal Controls Policy Adopted via Resolution R 2019-06

Standard Procedures:

This policy establishes the procedures for receipting, depositing, reconciliation, and accounts receivable for cash collected for Key Pen Parks. The term cash includes currency, checks, money orders, and credit card transactions. The establishment of strong internal controls for cash collections is necessary to prevent mishandling of Key Pen Parks' funds and to safeguard against loss.

Receipting

Cash, Check, or Money Order

1. When cash is paid to Key Pen Parks a pre-numbered Key Pen Parks triplicate receipt form is completed which shall include the following:
 - Date
 - Name of payor
 - Purpose of payment
 - Amount received
 - Mode of payment (cash, check, money order)
 - Receiving employee name/signature.
2. Original receipts will be given to the customer (if present), a second copy will be turned in with the Daily Cash Count (DCC) report, and the third copy will be retained in pre-numbered order in the receipt book.
3. If a receipt is voided, the original and any copies of that receipt must be retained in the receipt book.
4. Checks will be stamped with a deposit only stamp that contains the bank information.

Credit Card (in person)

1. If a client uses a credit card for payment in person, staff will use the credit card square that is attached to a work phone. Staff will check the credit card information against the client's picture ID.

2. Staff will inform the client about the need to enter an email address or phone number into the system if they would like a digital receipt.

All Credit Card Transactions:

1. All credit card funds are processed by Persolvent (credit card processing company) or a future similar processing company and deposited into Key Pen Parks' clearing house account at the end of each twenty-four (24) hour business day. The exception being payments received on Saturday or Sunday which will be processed on the next regular business day.
2. Staff will submit a Weekly Credit Card Transaction (WCCT) report to record credit card transactions into the clearing house account when there are credit card transactions.

Daily Deposit

1. When cash is received from a client a money order will be purchased at the US Post Office in that amount to be electronically transmitted with the Daily Deposit. (See Internal Controls #5)
2. Funds from each Daily Cash Count report are transmitted electronically (checks and money orders) to Key Pen Parks' clearing house account. Any check over \$50,000 must be deposited directly at the bank. (See Internal Controls # 4)
3. Any cash received after 3 PM during a business day or on a weekend (Saturday or Sunday) will be placed in the safe until a money order can be purchased on the next business day.
4. The DCC report must be prepared by the person who received the payment.
5. The DCC report package must contain the checks and cash that match the mode of payment listed on the deposit slip and related receipt forms.
6. A second employee who did not prepare the DCC report will review and sign the DCC report.

Transfers to Pierce County Budget & Finance

1. On a weekly or as needed basis staff will prepare a General Deposit Transmittal Form (GDTF) to Pierce County Budget & Finance and a check written on the clearing house account and submit them for signatures from two (2) Commissioners.
2. In order to comply with RCW 43.09.240; Key Pen Parks will submit to the Pierce County Budget & Finance a written request for and an exception from daily transfers to Pierce County Budget and Finance.

Internal Controls

1. Optimally two (2) employees should open the daily mail, cross check it, and prepare a list of cash and checks received, but due to Key Pen Parks' limited staff this is not always feasible. Key Pen Parks will implement a system of supervisory review of the remittance list and bank deposits.
2. Checks received in the mail should be briefly reviewed for accuracy (e.g., proper payee, date, signature of payor, etc.). Checks with obvious inaccuracies should not be included in the deposit. In such a case, Key Pen Parks will contact the payor and request that the payment be corrected or reissued. Employee will write VOID across the check and contact and offer the payor a choice of having the voided check mailed back or have employee shred the check.
3. A copy of the bank-validated deposit slip showing the composition of receipts and monthly bank statement reconciliation will be reviewed monthly by a Commissioner.
4. When Key Pen Parks has deposits that cannot be electronically deposited, staff will physically deliver funds to the bank in a bank bag.
5. Cash receipts should be properly protected during the operating day and secured in a safe overnight.
6. Access to the safe will be limited to the Executive Director and the Office Manager/Bookkeeper. The safe combination will be changed after any employee who has access to the safe terminates employment.
7. Any voided receipts must be initialed by the Executive Director or a Commissioner.
8. When any Key Pen Parks employee invoices a third party they will provide a copy of the invoice to the Office Manager/Bookkeeper. The Office Manager/Bookkeeper will enter the invoice into an accounting book and generate a sequentially numbered invoice record. Every sequential invoice number must be accounted for, including any that are voided or destroyed (including a written explanation of why such action was necessary which must be included).
9. When payment is received, the receipt should be posted as revenue and an entry made to accounts receivable.