

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2014-13

A RESOLUTION TO ADOPT THE CASH RECEIPTING, DEPOSITING and INTERNAL CONTROLS POLICY

WHEREAS, the Board of Park Commissioners for Key Pen Parks desires to adopt cash receipting, depositing and internal controls policy; and

WHEREAS, the Board of Commissioners have met and made adjustments and changes deemed necessary and proper to the cash receipting, depositing and internal controls policy, now, therefore be it,

RESOLVED by the Board of Park Commissioners that Key Pen Parks adopts cash receipting, depositing and internal controls policy (exhibit A).

Passed and adopted by the Board of Park Commissioners for Key Pen Parks at a regular meeting held at Volunteer Park Annex this 9th day of June, 2014.

Attest:

Key Pen Parks
Board of Commissioners
Pierce County, Washington


Bill Trandum, President


Mark Michel, Vice President


Kip Clinton, Clerk


Edward Robison Member-at-Large


John Kelly, Member-at-Large

Cash Receipting, Depositing and Internal Controls Policy Resolution R2014-13, Adopted June 9, 2014

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 charge card transactions. The establishment of strong internal controls for cash collections is necessary to prevent mishandling of Key Pen Park's 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 and includes the following:
 - Date
 - Name of payor
 - Purpose of payment
 - Amount received
 - Mode of payment (cash, check, money order, credit card)
 - 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 report, and the third copy will be retained in pre-numbered order in the receipt book.
3. Checks must be restrictively endorsed *For Deposit Only* immediately upon receipt.
4. If a receipt is voided, the original and any copies of that receipt must be retained in the receipt book.

Credit Card (in person/over the phone)

1. When a credit card is received from a customer the employee will enter the transaction into an on-line authorization system.
2. A receipt will be emailed to the customer directly if they have created a profile in recreation software, if not employee will email a receipt to the customer directly. Receipt will include the following:
 - Date
 - Name of payor
 - Purpose of payment
 - Amount received

1. Optimally two employees whould 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.

Internal Controls

1. On a weekly 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 it for signatures from two (2) commissioners.
2. In order to comply with RCV 43.09.240; Key Pen Parks will ask for an exception for daily transfers from Pierce County Budget and Finance.

Weekly Transfer to Pierce County Budget & Finance

1. When cash is received a money order will be purchased in that amount to be electronically transmitted with the Daily Deposit. (See Internal Controls #5)
2. Funds from Daily Cash Count Report are transmitted electronically (checks and money orders) to Key Pen Parks clearing house account.
3. Any cash received in the afternoon 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 daily cash count report may be prepared by the person who received the payment.
5. The daily cash count report must be made intact and the composition of checks and cash must match the mode of payment listed on the deposit slip and related receipt forms.
6. Another employee who did not prepare the daily cash count report will review and sign the daily cash count report.

Daily Deposit

- Credit Card Type: (Master Card/Visa)
3. All Credit Card funds are directly deposited into Key Pen Park's clearing house account.
4. Staff will submit a weekly credit card transaction report to record credit card transactions into the clearing house account.

3. A copy of the bank-validated deposit slip showing the composition of receipts and monthly bank statement reconciliation will be reviewed monthly by two (2) commissioners.
4. When Key Pen Parks has daily deposits that can't be electronically deposited they will be delivered to the bank in the bank bags that have locks.
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 and the combination should be changed periodically. In addition, the safe combination should be changed after employees terminate employment.
7. Any voided receipts must be initialed by the Executive Director or Commissioners.
8. When any Key Pen Parks employee invoices a third party they will provide a copy of the invoice to the Administrative Assistant. The Administrative Assistant will enter the invoice into the accounting system 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 must be included).
9. When payment is received, the receipt should be posted as revenue and an offsetting entry made to accounts receivable.
10. In the monthly Park Board meeting financial reports a list of outstanding accounts receivable, by sequence number, date entered, and the identity of the creator of the invoice shall be submitted to the Board.

