

**NORTHERN MICHIGAN REGIONAL ENTITY  
ADMINISTRATIVE MANUAL**

**POLICY NAME:** NMRE CASH RECEIPTS POLICY  
**CHAPTER:** EIGHT – FINANCE  
**PROCEDURE #:** 08-02-005  
**EFFECTIVE DATE:** January 1, 2017

**PURPOSE**

The purpose of this procedure is to establish a cash receipts process.

**APPLICATION**

The procedure applies to NMRE Finance and Administrative staff.

**PROCEDURE**

- 1) The “Cash Receipts Log” is printed monthly. The form includes the payor, amount, receipt date, deposit date, and approvals. It is maintained by the Executive Assistant.
- 2) Mail is initially sorted by North Country Community Mental staff.
- 3) Northern Michigan Regional Entity (NMRE) mail is given to the NMRE Executive Assistant.
- 4) If the item appears to be a check (or determined to be a check), the Executive Assistant requests that another staff member (NMRE Administrative Assistant unless unavailable) observe the opening of the mail. Immediately upon opening, the check is stamped “For Deposit Only” with the NMRE account number on the stamp.
- 5) At the time of opening, both the Executive Assistant and Administrative Assistant sign off on the Cash Receipts Log.

For checks received from another department (e.g., SUD Services), the person providing the check to the Executive Assistant signs the log and witnesses the stamping of the check.

For actual cash received, the individual providing the cash to the Executive Assistant signs off on the log as well as the Executive Assistant. (Non-check receipts are rare.)

- 6) The Executive Assistant copies the check(s) and supporting documents, scans them to Financial Accountant, and then gives the check(s) to the Administrative Assistant to deposit.
- 7) Once deposited, the deposit date is added to the Cash Receipts Log and the deposit receipt is attached to the check stub/supporting documentation. The paperwork is then given to the Financial Accountant for filing.
- 8) The Cash Receipts Log is scanned and given to the Financial Accountant monthly.
- 9) Deposits are made on an as needed basis. Any cash on hand at the end of the month is deposited prior to month end.

10) Checks awaiting deposit are kept locked in the Executive Assistant's office.

[Note that neither the Executive Assistant nor Administrative Assistant has access to the General Ledger system. They also do not perform any tasks related to the monthly bank reconciliation.]

**REFERENCE**

Generally accepted accounting principles

REVISED:

REVIEWED:

APPROVED: January 11, 2017

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Dave Schneider  
Northern Michigan Regional Entity Chief Executive Officer

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Date