



THE FLORIDA CENTER
FOR CHILD AND FAMILY DEVELOPMENT

PROCEDURE

Title/Subject: Cash Receipts			
Policy #: FIN – 109	Page 1 of 1	Adoption Date:	Revision Date: 2/3/05
Approved By:		Title: President/Chief Executive Officer	
Approved By:		Title: Program Vice President/CQI Chairperson	
Distribution Date:			
Authority Reference:			

POLICY STATEMENT

All checks and cash received on behalf of The Florida Center for Child and Family Development will be processed by the fiscal department and deposited in the operating account on a weekly basis. This includes third party remittances, self-pay clients, grant payments, donations, other fees for services, rents, refunds, etc.

PROCEDURE

1. Each item for deposit is listed on a two-part bank deposit ticket. The second copy remains in the deposit book.
2. Each check is listed separately on the deposit ticket with the payor name and dollar amount. An adding machine tape is to be attached.
3. A copy of the remittance advice for Medicaid, private insurance carriers, and self pay clients is forwarded to the insurance billing department for posting to the client accounts in the insurance billing system.
4. A copy of any private donation check is forwarded to the Chief Development Officer.
5. Cash receipts recap are prepared by account number and attached to the remittance advice.
6. The cash receipts recap packet is forwarded to the CFO for review. The CFO then forwards the cash receipts recap packet to the senior staff accountant for posting to the A/R system. The cash receipts recap packet is then returned to the individual who initially made the deposit. When the validated bank receipt is received, it is attached to the recap and filed by month.