

 <p style="text-align: right;"><i>North York</i> Family Health Team</p> <p style="text-align: center;">BOARD POLICIES & PROCEDURES</p> <p style="text-align: center;">FINANCE & AUDIT</p>	Policy Number: FNC – 06
	Approval Date: December 2014
	Date Reviewed: April 2015
SECTION: Finance Policies	
SUBJECT: Cash Receipts	

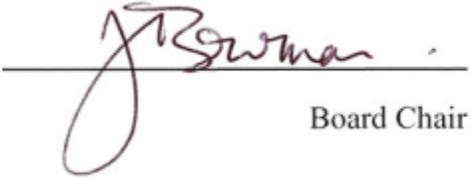
A. Policy

The North York Family Health Team (NYFHT) will ensure that all cash receipts are handled by employees through a timely and carefully supervised system and with recognition of the vital importance of protecting these receipts.

B. Procedure

1. The Administrative Assistant (suite 301) will immediately stamp the back of all cheques received with the corporate endorsement “For Deposit Only” stamp and will deliver these cheques to the Finance Manager.
2. Cheque receipts are kept in a locked drawer in the Finance Manager’s office (suite 301).
3. Any cash receipts will be stored in the locked cash box which is further stored in a locked drawer in the Finance Manager’s Office
4. Receipts will be issued for all cash and cheques received.
5. Any cash received will be counted by both the Finance Manager and an administrative assistant (suite 301) and the total received will be initialed in the log.
6. The Finance Manager will copy both the front and back of the cheque(s) and will then enter all deposit information on a Deposit Summary, coding according to the Chart of Accounts.
7. Deposits are taken to the bank within 10 business days of receipt by the Finance Manager.
8. The bank deposit receipt is attached to the Deposit Summary.

9. The Deposit is entered into Quickbooks, the organization's accounting system, by the Finance Manager.
10. All supporting documentation, such as invoice copies and cheque copies, are attached to the Deposit Summary and kept on file.
11. The Deposit Summary is reviewed and signed by the Executive Director on the monthly Bank Reconciliation.


Board Chair