

Bryan-College Station Community Health Center

Policy: Money Handling Procedures

Revised Date: June 2012

Introduction

The safeguarding of collected receipts is an essential function in maintaining the financial health of the center. Monies will be properly accounted for and deposited in the bank.

Procedures

- The money handling policies of BVCAA, Inc. will be complied with.
- C-payments and fees are collected by the Cashiers as determined by their Title insurance and sliding fee scale discount category.
- The collection of the money is posted into the computer.
- The money collected is kept in the cash box.
- At the end of the day, the cashier reconciles her cash box with the day sheet.
- The Cashier submits her reconciled day sheet and cash collected to the Clinic Manager.
- The cash box is kept in a locked drawer over night.
- The Clinic Manager compiles the cash collected from the cashiers.
- The Clinic Manager reconciles the compiled cash collected with the clinic-wide day sheet.
- The Clinic Manager completes and initials the deposit slip.
- The Clinic Manager places two copies of the deposit slip and the money in a deposit envelope.
- The Clinic Manager files the clinic-wide day sheet and a copy of the deposit slip.
- The Clinic Manager will make daily bank deposits.
- The Clinic Manager may delegate to another the daily bank deposit; i.e., the Bank Depositor.
 - The Clinic Manager delivers the deposit envelope to the Bank Depositor.
 - The BANK DEPOSITOR verifies the deposit and initials the deposit slip.
 - The BANK DEPOSITOR records the deposit on the Deposit Tracking Log.
 - Both the Clinic Manager and the BANK DEPOSITOR initials the Log.
 - The Deposit Tracking Log records the date of the deposit exchange, the date on the deposit slip, the total amount of the deposit, the amount of cash, the amount of coins, and the two initials.
 - The BANK DEPOSITOR will keep the deposit envelope in a money bag in a locked drawer until the bank deposit.
 - The BANK DEPOSITOR will take the money bag with the deposit envelope to the agency's designated bank.
 - The BANK DEPOSITOR will receive a validated deposit slip copy back from the bank.

- The BANK DEPOSITOR will forward the validated deposit slip to the Clinic Manager.
- The Clinic Manager will complete the weekly deposit recap sheet and attach the deposit slips to the sheet. A copy of the recap sheet will be filed.
- The Clinic Manager will forward the recap sheet and the clinic-wide day sheets to the Director of Practice Management (DPM)
- The DPM will verify that the deposit slips are validated, the deposit slips are reconciled to the day sheets, and that the recap sheet is properly completed.
- The DPM will initial the day sheets and the recap sheet when all is correct.
- The DPM will forward the recap sheet with the deposit slips to the Business Office.
- The DPM will forward the day sheets back to the Clinic Manager who will file them.