

FRWMB Money Handling Procedures

- Upon receipt of cash/check a receipt will be given to the applicant if they are present.
 - Cash receipts should come from the receipt register.
 - If applicant pays with a check a copy of page one of the application should be given. Highlight the check and amount paid. This can act as a pseudo receipt.
- Upon determining that payment should be accepted, it should be entered into the money entry spreadsheet. (Unsure about application # for now)

A1 X ✓ fx Check Entry/Receipts

	A	B	C	D	E	F	G	H	I	J
1	Check Entry/Receipts									
2	Date	Receipt #	Form Type	Payor Name	Check Number	\$ Amount	Applicant	Application #		
3										

- The receipt number is currently an internal tracking device that may be used in the database in the future – structure: WMB201xxxx (Modeled after TLMS receipt structures to make database entry possible)
- A sticky note should be placed on the application with the receipt number. There is currently no location on the form for a receipt number.
- Each deposit should have its own spreadsheet labeled with the date – Ex: Jun6_Deposit
- Each year a new spreadsheet should be started.
- When to make a deposit:
 - If your check/cash balance exceeds \$750
 - If your cash balance alone exceeds \$300
 - Every Thursday before closing the office
- To make a deposit:
 - Double check your entries for accuracy. Make sure check numbers and amounts match.
 - Fill out the deposit slip (do not write each check in. Spreadsheet is sufficient for this) and save the carbon copy for internal records.
 - Print the spreadsheet twice. One copy will go to the bank with the deposit, and the other will be stapled to the deposit slip and the deposit receipt from the bank. File this in the filing cabinet.
- We will not have a petty cash box to make change. This prevents a need to balance the box and limits potential for error.
 - A sign stating that “Only exact cash will be accepted” should be posted