

 <p>POLICY</p>	Applicability Department Wide		
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	Cash Receipting Procedures & Guidelines		

Approved by



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 State Historic Preservation Officer

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 Date

Purpose

The purpose of a Cash Receipting Policy is intended to aid the Department of Archeology and Historic Preservation (DAHP) in understanding the risks and identifying applicable controls to minimize risks associated with the control of cash receipts.

All DAHP employees, DAHP sponsored conferences and training sessions must adhere to the following procedures related to cash receipting.

Only the Director, Deputy Director, Grants Manager, and the Executive Assistant are responsible for the handling of cash receipts at DAHP.

Mail

All mail will be delivered unopened to a designated area (DAHP Mail Room). Since confidential information may be received by mail and individuals other than the addressees will open the mail, it is imperative that all individuals opening the mail hold the contents in strict confidence and not discuss with any other person.

When checks are received in the mail, the checks are given to the Grants Manager for processing.

Cash/Checks Handling

Processing Cash/Checks

- All checks and warrants received must be stamped in the designated area on the back, with the appropriate DAHP endorsement stamp supplied by the Washington State Treasurers Office.
- Cash received will have its exact amount recorded on the A45.
- Checks received will have check number, bank number, and date of check remittance annotated on remittance document.
 - The photocopying of received checks and/or currency is done to provide backup documentation, the photocopy must have written on it in red ink – THIS IS A PHOTOCOPY – across the face of the check and/or photocopied currency.

Cash Receipting Procedures and Guidelines

- When foreign cash receipts are received (either warrants or currency), DAHP will record the face value of the foreign currency on the A-45. The Grants Manager will identify the foreign cash receipt received at face value on the agency's daily cash receipt log.
- All currency will be locked in a cash box until the deposit is actually made or the cash receipts are forwarded to Small Agency Services.
- Checks/cash received will be
 - recorded on the A-45
 - mailed through Consolidated Mail or
 - hand delivered the same day received to
 - Small Agency Services at the Department of Enterprise Services.
- When cash receipts exceed \$500.00 or more, those cash receipts must be hand-delivered to Small Agency Services within 24 hours of receipt of related checks, warrants, and currency.

Conferences and Training Sessions

It is not feasible for conference or training coordinators to hand-carry their daily cash receipts to the Dept. of Enterprise Services. Therefore when a DAHP sponsored conference or training session is held where over-the-counter cash receipts are to be collected, it will be the responsibility of the Grants Manager or the Executive Assistant to prepare a "conference kit."

The Grants Manager or the Executive Assistant will ensure that all cash receipts are locked in a cash box in a secured area within the conference or training facility until the daily bank deposit is made in accordance to previously identified procedures.

It is DAHP's preference to have all registrations pre-paid by participants to DAHP sponsored conferences and training session in order to provide a centralized collection point and reduce the amount of over-the-counter cash receipt collections at conferences/training sessions.

When program staff prepares for a conference or training session, the conference coordinator responsible for the event will contact the agency's Executive Assistant to sign out a "conference kit" for collecting over the-counter cash receipts. The kit will consist of:

- Procedures on cash receipts collections at conference and training sessions;
- Locking cash box with key;
- Supply of agency's daily cash receipt log form;
- Supply of pre-numbered cash receipts;
- DAHP check endorsement stamp;
- Telephone numbers for the agency's Grants Manager or the Executive Assistant
- Calculator.

The Grants Manager shall be responsible for collecting, safeguarding, and ensuring the proper transmittal of all conference monies received.

Cash Receipting Procedures and Guidelines

Exemption Process

DAHP has infrequent occurrences of cash receipts activity under normal operating conditions. As such, DAHP elects to follow the procedures of the \$500.00 minimum level requirement for cash depositing. Reference section 85.50.20 (a), of the State Administrative and Accounting Manual (SAAM).

