

Policy:	Money Items Received		
No.:	Budget & Finance 95-22	Supersedes:	
Effective Date:	September 20, 1995	Revised/Review Date:	

1.0 PURPOSE

To ensure that all money items (cash and/or checks) received by program staff are deposited accurately, correctly identified with the program, and comply with Department of Finance and City Charter requirements.

2.0 REFERENCES

- 2.1 For questions or clarification on this procedure, please contact the General Ledger Supervisor.

3.0 POLICY

- 3.1 All money items received by HSD are deposited with the Department of Finance by General Ledger within 24 hours of receipt in the Department.
- 3.2 All money items received by program staff must be hand-delivered to General Ledger by the close of the business of the day of receipt.
- 3.3 All checks must be endorsed and accompanied by a roster; all cash receipts must be sealed in an envelope and accompanied by a roster.
- 3.4 All loan payments will be deposited into the Department's lockbox account with a bank. Deposits to the lockbox account include both items mailed and walk-in payments.

4.0 PROCEDURES

- 4.1 Encourage payors to mail checks directly to General Ledger.
- 4.2 If you receive money items, hand carry the item directly to the General Ledger the same day as received.
- 4.3 If you anticipate receiving money items regularly, or as part of a new program or effort, please consult with the General Ledger Supervisor to help ensure that we can comply with safe-handling requirements and Department of Finance regulations.