

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # ADMIN-05

SUBJECT: PROCESSING INCOMING MAIL WITH ENCLOSED CHECKS

DATE REVIEWED/REVISED: 8/12, 11/15, 11/18, 5/20

POLICY STATEMENT: It is the policy of RVCC to ensure that there is separation of duty while processing incoming mail which includes checks. The separation identifies the staff processing checks received through the incoming mail, the staff responsible for entering checks into the accounting software and making the bank deposit and the staff who is responsible for writing off receivables in the billing system.

PURPOSE: To minimize the risk of checks being lost or misappropriated without detection.

RESPONSIBILITY: Executive Assistant, Staff Accountants and Billing Manager.

PROCEDURE:

1. The Executive Assistant receives and opens all incoming mail. In his/her absence, the Assistant to the Human Resource Director will perform the function.
2. To process incoming checks a computerized Daily Check Log is prepared including the following information:
 - Date of check
 - Check number
 - Name of the party paying
 - Amount of check
3. The Daily Check Log is totaled and two copies are printed. The Executive Assistant initials both as the preparer.
4. The checks are immediately endorsed with the bank stamp, *Deposit Only and River Valley Counseling Center's checking account number*.
5. Copies of the check are made and retained by the Executive Assistant. Any additional copies or scanning are made for the Billing Department.

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6. The copies of check(s) are attached to one copy of the Daily Check Log.
7. The original checks and supporting documentation are attached to the second copy of the Daily Check Log.
8. The Executive Assistant delivers the original checks, supporting documentation and copy of the Daily Check Log to the Staff Accountant.
9. Upon acceptance, the Staff Accountant initials his/ her receipt on the Daily Check Log. The Executive Assistant retains this copy as evidence of receipt.
10. Executive Assistant files the copy of the Daily Check Log and all attachments chronologically.
11. On a monthly basis before performing the bank reconciliation, the Director of Finance reviews the deposited checks listed on the Daily Check Log to ensure that all checks received were properly deposited and entered into the accounting system.