
535: Cash and Deposit Management

1.0 Purpose

- 1.1.** To ensure that Public Funds received by Mount Rainier Pool (MRP) employees are properly recorded, secured, and transmitted to the MRP's authorized bank account. This policy aims to provide MRP employees responsible for handling funds the tools to minimize risk and losses, increase awareness of responsibility, and ensure compliance with the Washington State Auditor's Office. For the purposes of this policy, "Funds" refers to all forms of payment for goods and services including currency, checks, money orders, credit/debit card payments, and electronic bank transfers received by the Mount Rainier Pool.

2.0 Documentation

2.1. Definitions

- 2.1.1. Receipts:** A receipt must be created for all Funds received. Each receipt must have a unique transaction number, include the payment date, the source of the payment, the amount received, the mode of payment (e.g. cash, check, or money order), the purpose of the payment (what the payment is for), and the name of the employee preparing the receipt.
- 2.1.2. Receipting Software:** If the MRP-authorized Point of Sale program (POS) is used, then the receipt generated by the program is sufficient for these requirements.
- 2.1.3. Manual Receipt Book:** If the POS program is unavailable, a pre-numbered, three-part manual receipt book must be used in sequence. The top copy is given to the payer. The second copy is the supporting documentation for the daily deposit. The daily deposit slip must agree with the daily receipts. The third copy must be kept in the numbered receipt book for the records.
- 2.1.4. Transaction Reports:** A detailed record of all transactions that have taken place each business day must be generated by the POS program.
- 2.1.5. Daily Cash Log:** Each business day, MRP will maintain a record of all employees responsible for receiving funds, account for all increases and decreases of funds, and account for any discrepancies.
- 2.1.6. Deposit Summary:** Each bank deposit must be accompanied by a detailed record of the funds received itemized by payment type. The deposit summary must be reconciled with the corresponding transaction reports and note any discrepancies.
- 2.1.7. Deposit Slip:** The bank issues a receipt for each deposit.

3.0 Recording Cash Receipts

- 3.1.** Payments are entered into the POS Program register by employees. Tangible payments must be secured in a locked cash register until the end of the employee's shift. Payments must be removed

from the register at the end of each shift and logged on the Daily Cash Log. The employee must place the payments and Transaction Report in an envelope and present it to a supervisor for verification and signature. The sealed envelope must be placed in the drop safe by the supervisor. The Transaction Report should balance with the Daily Cash Log, and any discrepancies must be noted.

4.0 Depositing Procedures

- 4.1.** Cash and check payments are deposited in the MRP's Deposit account (Credit Card Merchant Account). The Deposit Summary must show all receipts and should match the Transaction Report. The person preparing the deposit must sign the Deposit Summary and present it to the Aquatics Coordinator or Aquatics Manager. The bank deposit slip must be attached to the Deposit Summary. Any discrepancy between the Deposit Summary and the bank deposit receipt must be documented on the Deposit Summary.
- 4.2.** The following forms should be attached together for filing:
 - 4.2.1.** Daily Cash Log(s)
 - 4.2.2.** Transaction Report(s)
 - 4.2.3.** Bank Deposit Summary (US BANK MAIN COPY)
 - 4.2.4.** All currency, money order, and check payments must be deposited within seven (7) days of receipt.

5.0 Transfer of Credit Card Proceeds

- 5.1.** All funds received into the DMPMPD's Bank Account(s) from credit/debit card proceeds and/or electronic bank transfers, must be deposited directly into the Credit Card Merchant Account.

6.0 Cash Register Keys and Cash Drawer Access

- 6.1.** The cash register key must be stored in the key safe. It should only be accessed by the lead head lifeguards, manager, district clerk and district general manager.
- 6.2.** Any access to the cash register should be done by the "open cash drawer" button in CivicRec.