
535 -- Cash and Deposit Management

1.0 PURPOSE

Cash, checks and money orders (funds) are received at the Des Moines Pool Metropolitan Park District (District) facility office at irregular and regular intervals. To make sure the funds are secured and transmitted in a reasonable period of time the following actions should be followed by District staff who have the responsibility of processing funds received by District.

2.0 POLICY PROCEDURES

2.1 Receipting

- 2.1.1 Cash or check is received from the customer and the amount is verified. A receipt must be written for all monies received. If a manual receipt book is used the receipt needs to be pre-numbered and used in sequence. The receipt must include the name of the payer, 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 If a manual receipt book is used, a three-part receipt should be used. The top copy is given to the payer. The second copy is the supporting documentation for the daily deposit. The daily deposit slip should agree with the daily receipts. The third copy should be kept in the numbered receipt book for the records.

3.0 DEPOSITING PROCEDURES

All cash and checks are deposited with the King County Treasurer's Office. A King County "Miscellaneous Cash Receipt Form" should be completed by the District General Manager or a designee and includes the Explanation or Description of the distribution, the Fund Number, Project Number (if applicable), Cost Center (if applicable), Account Number, and the Amount of deposit. A contact name, email address, and phone number should be supplied. The form is then approved by the Clerk of the Board or a Board Designee and transmitted per King County process to the King County Department of Financial Services at cash.management@kingcounty.gov.

4.0 TRANSFER OF CREDIT CARD PROCEEDS

- 4.1 All income received into the District Bank Account(s) for credit card proceeds should be transferred to the King County Treasurer's Office via U.S. Bank.