
535: Cash and Deposit Management

1.0 Purpose

- 1.1. Cash, checks and money orders (funds) are received at the Tukwila 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 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). If the District Point of Sale program is used then the receipt generated by the program is sufficient for these requirements.
- 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 Recording Cash Receipts

- 3.1. Payments are entered into the District Point of Sale (POS) register as either cash or check or credit card. Funds should be secured in the cash register until the end of the day. Cash or checks that are held for a later deposit, should be removed from the register at closing and shall be logged onto the "Cash Out" form. The person preparing the form and a witness should sign the Cash Out Form. The cash, checks and credit card receipts should be placed into the deposit bag with the Cash Out Form and placed into the drop safe along with a printout report from the Point of Sale register. The Point of Sale report should balance with the Cash Out Form.

4.0 Depositing Procedures

- 4.1. All cash and checks are deposited with the King County Treasures Office. The District Deposit form should show all cash/checks receipts along with the appropriate account number described in the BARS Manual. The District Deposit should be done each business day and the total should match the Cash Out Form total, the POS total and the Treasurer's receipt total. The receipt of the Treasury Deposit will be attached to the Cash Out Form and the POS Report. The person preparing the Deposit should sign the deposit form and a witness that it has been verified by another staff member.

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4.2. The following forms should be attached together for filing:

4.2.1. Cash Out Form

4.2.2. POS Daily Transaction Report

4.2.3. District Deposit Form

5.0 Transfer of Credit Card Proceeds

5.1. 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 on a weekly basis by District personnel.