



## Cash disbursements and Deposits

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APPROVED:			Scott Weinger, Chair		

### I. Purpose:

To have a systematic approach for the receipt of funds (cash and checks) and procedure for deposits.

### II. Policy:

To maintain fiscal accountability in KCEMS & TCC financial transactions.

### III. Procedure:

- A. Invoices will be sent on an as needed basis with a monthly invoice sent to all owing parties with Net 30 terms.
- B. The Administrative Assistant or designee will be responsible for opening all mail, processing all incoming funds (cash and checks) and making all deposits.
- C. A written receipt (for cash) will be made for all incoming funds and the proper account will be credited in the Quickbooks system.
- D. Checks will then be endorsed on the back and a deposit slip will be made out. All funds will be deposited to the Kitsap County EMS bank account.
- E. A photocopy will be made of all checks and cash receipts as well as the deposit slip. All items (copy of deposit slip, copy of checks and payment vouchers from the payee) will then be stapled together and filed in the "deposits" file.