

Cash Receipts Policy

Effective Date: 3/10/2011

Revised Date:

All mail for the Business Office will be opened and date stamped by the Administrative Associate or Financial Assistant. All checks received will be endorsed and put under lock and key until deposited.

Receipts are deposited to MHLS's General Checking Account on Thursday each week using Remote Deposit software by the Finance Manager and receipted in the accounting program by the Financial Assistant. In the absence of the Finance Manager, the Executive Director will process deposits.

Funds from New York State are received electronically directly to the General Checking Account.

Deposited funds not required for immediate disbursement may be deposited in Certificates of Deposit issued by the bank and secured by a pledge of obligations of the United States of America or obligations of the State of New York.