

<b>POLICY # 405</b>	<b>SUBJECT: Cash and Check Deposits</b>
<b>EFFECTIVE DATE: November 9, 1993</b> <b>REVISION DATE: May 12, 2008; July 12, 2016</b>	<b>Page 1 of 3</b>
<b>AUTHORIZED SIGNATURE:</b> 	

**Delaware Children's Department Policy**

**I. PURPOSE**

The purpose of this Department policy is to establish consistent and clearly defined procedures regulating cash and checks received and deposited by the divisions and facilities of the Department of Services for Children, Youth and Their Families.

This policy:

- A. Establishes Department-wide standards, procedures, and activities, as well as all other aspects relating to the receipt, security and deposit of cash and checks, in accordance with State and Federal laws and regulations;
- B. Establishes staff responsibilities regarding the receipt, security and deposit of cash and checks;
- C. Establishes Department-wide coordination and management of all aspects of the receipt, security and deposit of cash and checks; and
- D. Insures that these standards, procedures, and activities support this Department's (DSCYF) efforts to meet its obligations in reference to State accounting procedures.

**II. POLICY**

Title 29 DELAWARE CODE, Chapter 61, Section 6103 states: "All moneys which belong to the State shall be deposited on the day of receipt ... with the exception of money received after the close of normal banking hours or ... less than \$100 in receipts daily.... Agencies receiving less than \$100 ... daily shall safely secure such funds and make a deposit when accumulated un-deposited receipts exceed \$100 or on a weekly basis, whichever occurs first.

In addition it is the policy of the Department that the processing of all cash receipts will conform to the requirements of the State of Delaware's "Budget and Accounting Manual," Chapter 9, Receipt of Funds, which carries the force of law. This policy applies to all funds received and deposited within this Department, regardless of the source.

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It is Department (DSCYF) policy that all staff shall abide by all laws, rules, regulations, procedures, policies and deadlines, involving the receipt, security and deposit of funds received within the Department from any source for any purpose. It is also DSCYF policy that segregation of duties is observed in the handling of cash and check deposits.

### **III. PROCEDURES**

The Department's Controller, with the approval of the Director of the Division of Management Support Services and appropriate input from other division directors or their designees, shall be responsible for amending this policy, and other procedures and/or activities applying to the receipt, security and deposit for funds, as required. Division directors, program unit managers and facility heads shall insure that employees throughout their divisions, programs and facilities adhere to this policy. The division director shall appoint the staff member(s) to be responsible for each account directly maintained by that division.

### **IV. IMPLEMENTATION**

- A. The principle of segregation of duties will be employed in the implementation of this policy. This will be accomplished by ensuring that the individual who makes the actual deposit of funds is not the same individual responsible for the receipt and recording of funds.
- B. Staff members receiving cash or checks directly from an individual shall give the persons from whom they receive monies a signed written receipt, retaining a copy as back up. The receipt, along with the bank deposit receipt will be attached to the First State Financials (FSF) cash receipt / accounts receivable (AR) document.
- C. Checks received via mail and/or dropped off at Fiscal Services or other DSCYF locations will be logged into a check log. After being logged in, the checks will be (in the case of Fiscal Services) distributed to the appropriate Fiscal staff person for them to deposit in the appropriate State bank account. In the case of another DSCYF location, checks received will either be deposited by a separate individual into an onsite account or forwarded to Fiscal Services for processing and deposit.
- D. All collections shall be verified via source documentation (e.g. - cash, checks

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and receipts) by a staff member who has no other responsibility for the cash and checks collected, within one day after the funds are received. This same employee shall deposit the funds and/or secure monies not deposited as mandated by law and/or this policy.

- E. The above mentioned staff members shall keep records, documentation, etc. in good form and order for audit and account reconciliation purposes.

#### **V. RESPONSIBILITY FOR THIS POLICY**

Fiscal Services is responsible for providing guidance regarding this policy.