

***Anderson Island Park & Recreation District
Anderson Island, Washington 98303***

RESOLUTION NO. 2018-1

A resolution of the Board of Commissioners of the Anderson Island Park & Recreation District, Pierce County, Washington, adopting a Cash Receipts Policy.

WHEREAS, the Anderson Island Park & Recreation District is the recipient of cash from a variety of sources; and

WHEREAS, the State of Washington has requested the adoption of a Policy for such receipts,

NOW THEREFORE

BE IT RESOLVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE ANDERSON ISLAND PARK & RECREATION DISTRICT, AS FOLLOWS,

Each cash receipt is to be recorded separately in Quickbooks with the name of the payer and the date of receipt. Copies of the receipts are to be sent to the payer via email or other means. Copies of each check and the accompanying deposit slip shall be maintained in the financial records. If the receipt is a donation, a formal thank you letter shall be sent which meets the requirements of the Internal Revenue Service. For summer camp receipts, a receipt shall be sent automatically for all amounts received through the on-line registration system, or an email confirmation shall be sent for all other amounts received for the camp. The camp Director shall provide the Financial Officer with a list of all camp attendees, and that count shall be reconciled by the Financial Officer to the amounts received for the camp.

Deposits shall be made daily if possible; however Pierce County has provided an exemption for the one day deposit requirement because the District has no staff. If deposits cannot be made daily, they shall be made as soon as possible. If the Financial Officer is to be gone more than one week, arrangements shall be made with the designated backup to ensure receipts are collected and deposited.

PASSED AND APPROVED this 18th day of April, 2018, by the Board of Commissioners of the Anderson Island Park & Recreation District.

Attest:


Secretary


Commissioner


Commissioner


Commissioner