

## **Anderson Island Park and Recreation District**

### **Cash Receipts Policy**

Each cash receipt is to be recorded separately in Quickbooks with the name of the payee 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.

Approved by resolution of Commissioners 04/17/2018