



Twentynine Palms Public Cemetery District

POLICY TITLE: Receiving/Depositing Remittances

POLICY NUMBER: 2140

2140.1

It is the policy of the District that the General Manager shall cause appropriate staff to timely receive and deposit remittances and to ensure accountability.

2140.2

Procedures for incoming Checks:

- a) General Manager opens mail, receiving all checks and stamping "for deposit only".
- b) Using approved account codes, General Manager logs each check on a weekly spreadsheet.
 - If the application of any check to a particular fund or account of the District is unclear, log as "Other Income".
- c) The designated staff person records each check in the accounting program.
- d) General Manager prepares the bank deposit.
- e) Copy all checks to be deposited, deposit with bank, add deposit slip to copy after deposit is completed
- f) The designated staff person records the deposit in the General Ledger.