

WCHO		<i>Policy and Procedure</i>	
		CASH MANAGEMENT POLICY	
Department: FINANCE Author:		Local Policy Number (if used)	
Revision Date	Approval Date	Implementation Date	
	11-17-09	1-04-10	
Archive Information			
Date:	10-1-09		
Reason:			

I. PURPOSE

To establish a policy that assures responsible and accountable stewardship of public funds under the management and authority of the Washtenaw Community Health Organization.

II. POLICY

It is the policy of the WCHO that all cash shall be managed according to Generally Accepted Accounting Principles and that appropriate internal controls will ensure efficient safeguards and proper handling.

III. APPLICATION

All staff having access to or control over cash received and disbursed.

IV. DEFINITIONS

Generally Accepted Accounting Principles: these principles are standards, conventions, and rules guiding the recording and summarizing of transactions and for preparation of financial statements. The principles include regularity, consistency, sincerity, permanence of methods, prudence, continuity, materiality, periodicity and full disclosure.

V. STANDARDS

All cash receipts will be logged in and deposited in accordance with internal control procedures to protect against misuse or fraudulent activities.

Cash will be deposited in the bank weekly. Until deposited, cash will be kept in a secure safe and will not remain on the premises for more than two (2) working days. No cash will remain on the premises over a weekend.

Electronic deposits to the Washtenaw Community Health Organization will be made directly into its depository account. That account will be transferred daily to the WCHO account under the control of the Washtenaw County Treasurers Office and be maintained in accordance with the Investment Policy.

Electronic transfers to the WCHO's checking account in an amount sufficient to cover all payments processed by the WCHO will be made by the County Treasurer.

A cash reconciliation will be completed monthly.

VI. EXHIBITS

None

VII. REFERENCES

Reference:	Check if applies:	Standard Numbers:
42 CFR Parts 400 et al. (Balanced Budget Act)	X	
45 CFR Parts 160 & 164 (HIPPA)		
42 CFR Part 2 (Substance Abuse)	X	
Michigan Mental Health Code Act 258 of 1974	X	
JCAHO- Behavioral Health Standards		
MDCH Medicaid Contract	X	
MDCH Substance Abuse Contract	X	
Michigan Medicaid Provider Manual	X	
Generally Accepted Accounting Principles	X	
OMB Circular A87	X	