

Iowa Cancer Consortium Financial Controls Protocol

Effective Date: March 31, 2017

Reviewed/Renewed by Board of Directors: February 20, 2018

Purpose

This document defines cash handling procedures for all members of the Board of Directors, staff and volunteers of the Iowa Cancer Consortium.

The establishment of strong internal controls for cash collections is necessary to prevent mishandling of funds and to safeguard against loss. Strong internal controls are also designed to protect staff from inappropriate charges of mishandling funds by defining responsibilities in the cash handling process.

Cash is considered to be any type of payment for goods or services including: coin, currency, checks, money orders, credit card transactions, accounts receivable charges, electronic funds transfers and all cash equivalents (tokens, tickets, stamps, gift cards, etc.).

Separation of Duties – Cash Handling

Cash handling positions are listed below, along with corresponding responsibilities individual(s) designated to carry out each function.

Cash Collection Point/Deposit Preparer:

- Conducts cash transactions with customers. Monies can be received in person, online and/or the mail. Provides a receipt to everyone.
- Opens all mail while witnessed by another staff member.
- Endorses all checks immediately upon receipt with a restrictive endorsement.
- Prepares deposit slips.
- Signs and dates secondary excel deposit form.
- Turns deposit slips and cash over to the ***Deposit Verifier***. If the ***Deposit Verifier*** is not available, cash is kept in a locked drawer until they return.

Primary Cash Collection/Deposit Preparer: Kelly Rollins

Secondary Cash Collection/Deposit Preparer: Kelly Wells Sittig

Deposit Verifier

- Will verify the deposit slip is accurately filled out and all cash accounted for.
- If in agreement they will sign and date secondary excel deposit form.

Deposit Verifier: Tessa Allred or Sloane Henry

Depositor

- Depositor and the deposit verifier must never be the same individual.
- Transports deposit to the bank.
- Obtains deposit receipt for Iowa Cancer Consortium records.

Depositor: Tessa Allred or Sloane Henry

Reconciler

- Follows procedures to account for cash as it is received.
- Verifies that Depositor has deposited all cash received in a timely manner.
- Reconciles validated deposit forms to the supporting documentation and to the Iowa Cancer Consortium financial statements on a monthly basis.

Primary Reconciler: Deb Wrede, HCCC

Secondary Reconciler: Board Treasurer*

*The Iowa Cancer Consortium Board Treasurer receives copies of all monthly financial statements for review.

Securing Cash/Cash Equivalents and Receipts

Cash, cash equivalents and receipts are stored in a locked location, accessible only to Cash Collection Point personnel. Cash will remain in this secure location until verified and deposited.

Recording Transactions

All checks must be immediately endorsed by stamp. Transactions are logged in excel and QuickBooks.

Cash Depositing

The Deposit Preparer prepares customized bank deposit slips and or e-deposits. The deposits are hand delivered to the Iowa Cancer Consortium's bank.

Reconciliation of Cash Receipts

On a monthly basis, the Reconciler reviews deposits for accuracy. After the deposits take place, the Reconciler verifies deposited funds by comparing the transaction detail statement on the Iowa Cancer Consortium's financial statement. Any unresolved reconciliation attempts will be reported to the Iowa Cancer Consortium Executive Director. This information is retained for three years plus the current year.

Separation of Duties – Payments and Check Writing

Check Preparer

- Verifies accuracy of invoice.
- Prepares and prints check documenting specific internal accounts to be debited.
- Flags all checks over \$500 for dual signature.
- Presents check, invoice, all documentation, and mailing envelope to check signer(s).

Check preparer: Kelly Rollins

Primary Check Signer

- Verifies accuracy of printed check.
- Signs check.

- If sole signer, returns all documentation to Check Preparer. Seals signed check in prepared envelope and places envelope in outgoing mail.
- If check requires second signature, returns check and all documentation to Check Preparer, or when possible, gives check and accompanying documentation directly to Secondary Check Signer.

Primary Check Signer: Kelly Wells Sittig

Secondary Check Signer (for checks over \$500)

- Verifies accuracy of printed check.
- Signs check.
- Seals signed check in prepared envelope and places envelope in outgoing mail.

Secondary/Dual Check Signer: Tessa Allred

Mail Opening Procedure

All mail that could potentially contain cash or cash equivalents will be opened by one staff member while being witnessed by another staff member.