



ACCOUNTS RECEIVABLE GUIDELINES

POLICY

The Archdiocese of Miami Pastoral Center provides guidelines for transactions between departments and the Account Receivables Office to support secure, timely, accurate and efficient service for all departments.

PROCEDURE:

To establish and document the flow of cash receipts, and provide guidelines for the proper management of monies for transactions between departments and those employees responsible for receiving, handling, and safeguarding cash in Accounts Receivable in order to minimize potential discrepancies.

1. All deposits including cash are to be delivered in-person to an authorized person in accounts receivable. If an Accounts Receivable staff leaves his or her office no matter how brief, deposits are not to be left unattended on staff's desktop or desk drawer.
2. Cash deposits should be counted in the presence of an authorized person in Accounts Receivable.
3. **All** deposits must be properly coded to the account in which it is to be deposited. If a deposit is for the gift account the associated project needs to be indicated to categorize the sub account correctly. Attach also a summarized list of checks and amounts (an example memo is included for you reference). Any deposit that is not properly coded will be hand delivered back to the originating department.
4. Departments must deliver monies to authorized Accounts Receivable staff at a reasonable time after collection or receipt of money, but no later than the following business day after receipt.
5. For cash deposits, bills should be sorted by denomination, with adding machine tape attached and clipped or banded.
6. Postdated checks (a check with a date in the future), or a check with a date over 6 months old will not be accepted.
7. Verification of amount written on check in numbers must match amount written in words.
8. Non-sufficient funds (NSF) checks will be returned to the department in which it was received. Deposit amount will be reversed and it will be the department's responsibility to collect or do as they see fit for their department in order to follow up on collection. .
9. Transfer requests from Archdiocesan entity savings accounts for payment of ADOM liabilities such as Assessment, Health Plan, or Property & Liability insurance must be documented either with a letter or email request to the Accounts Receivable department and must be **authorized** by the person at the entity having such authority
10. In order to provide Accounts Receivable with adequate time and preparation for **same day cash deposits** Accounts Receivable must receive the cash deposit by **12 noon** that day.



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11. For credit card processing, Accounts Receivable requires that a credit card form must be completed by the credit card holder. Please keep in mind that this is each department's responsibility to have the individual complete the form. Reference for FIN-6.
12. Under no circumstances should cash or checks be routed between departments through the mail room via inter office mail. Hand delivery is the only acceptable method of delivery.
13. In instances where departments request that cash or checks be placed in the Finance Office safe overnight, such cash or checks must be placed by the originating office in a tamper evident collection bag similar to that used by parishes in offertory collection.

Reference: *Credit Card Authorization form: FIN-6*

Initial: September, 2014
Current: September, 2014