

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2140 – RECEIVING/DEPOSITING REMITTANCES		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	10/13/2020
Resolution No.	Resolution2020-14	Revised:	

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 payments:

- a) The Customer Service Representative and/or Administrative Account Assistant opens mail, receiving all payments.
- b) All checks, money orders and cash are promptly logged into the District’s billing system maintained by the Customer Service Representative and/or Administrative Account Assistant. Checks are endorsed by a check scanning machine when processed for deposit.
- c) Cash deposits are made weekly or as needed. The Customer Service Representative and/or Administrative Account Assistant and/or General Manager transports the deposit in a sealed deposit bag to the bank. The duplicate deposit tickets are kept for end of the month processing or by using online verification.
- d) At the end of the month, the Administrative Account Assistant totals all deposits entered into the billing system verifying, using the System Total Report, that all totals add up to the total funds received for the month according to the Balance Sheet.
- e) The month end reports is then printed for auditing purposes.
- f) The deposits are then recorded in the General Ledger.