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POLICY AND PROCEDURE	
SUBJECT/TITLE:	Receiving and Deposits of Money
APPLICABILITY:	SCHD - Environmental, Nursing, Registrar, Fiscal - Staff
ORIGINALLY PREPARED BY:	Melissa Spears, REHS, Administrator
REVISION PREPARED BY:	
EFFECTIVE DATE:	January 14, 2022
HEALTH COMMISSIONER	Michael Martin, MD
REVIEW FREQUENCY:	5 years
BOARD APPROVAL REVISION DATE:	
REFERENCE NUMBER:	G-12

REASON FOR POLICY:

The purpose of this policy is to ensure compliance with Ohio Revised Code Section 9.38 for accounting and depositing of any cash received by the Health Department

APPLIES TO:

This policy applies to any department or organization receiving funds on behalf of the Health Department.

DEFINITIONS:

The term cash includes currency, checks, money orders, negotiable instruments, and charge card transactions. Health Department funds are monies received from clients, contracts and grants, insurance payments, state and federal appropriations, and all other sources of revenue or expense reimbursements, whether restricted or unrestricted as to purpose or use.

POLICY STATEMENT:

Any department of the Health Department receiving cash must assure all money is turned into Fiscal Officer daily. The Fiscal Officer shall make deposits in a timely manner. If the total amount of monies exceeds one thousand dollars (\$1,000.00) the deposit of these monies shall be no later than the next business day following receipt of the monies.

If the total amount of the monies received **does not exceed one thousand dollars (\$1,000.00)**, the deposit of these monies shall be no later than 3 business days from receipt.

PROCEDURES:

Receipting and Depositing Funds

All departments and offices receiving money must receipt the money when it is received, give the payer a copy of the receipt, and turn in all money received to the Health Department Fiscal Officer daily.



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2. Receipting of money can be accomplished with handwritten receipts from the specified Fund receipt book.

- a. Use receipts in strict numerical order.
- b. When money is received, complete a cash receipt indicating the following information in the applicable labeled blanks:
- c. **Date:** The date money is received.
- d. **Received From:** The name of the person making payment.
- e. **Address:** The address of the person making payment, if needed for later reference.
- f. **Dollars \$:** The amount of money received.
- g. **For:** The purpose for the payment.
- h. **Account, Amount of Account, Amount Paid, Balance Due:** These blocks are used only if payment is being received on an outstanding account. List the appropriate amounts in the respective blocks.
- i. **How Paid, Cash, Check, Money Order:** List the amount paid by each medium of exchange.
- j. **By:** The signature or initials of the person receiving the payment.
- k. Remove the original or top copy of the receipt and give it to the payer.
- l. If payment has been made by check, endorse the check with the receiving department's name as soon as it is received.

3. At the end of the business day, return all cash boxes and receipt books to the Fiscal Officer. The Fiscal Officer shall prepare a deposit according to the Policy Statement.

1. Prepare any required cash report, reconciling any cash shortage or overage.
2. Prepare deposit and take it Scioto County Auditor's Office, then after they process it take the Treasurer's Copy and monies to the Treasurer's Office.
3. If the funds must be stored overnight. All money and receipt books shall be stored in designated fund bank deposit bags, in the locked metal cabinet which is located in the Environmental Health/Administrative Offices.
4. All cash or deposit discrepancies must be reported. Any discrepancies \$50 and under are to be reported to supervisor/administrator. For losses greater than \$50, this must be reported to the health commissioner and to the Board of Health.

Prevent. Promote. Protect.



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Board Approval:

Laura Miller,
Board President

~~J.D. Marshall~~

Sean Sturgill

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Dr. Jerod Walker

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Christy Sherman

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Dr. Michael Martin,
Health Commissioner