

## Bank Deposit Process

### GUIDING PRINCIPLES

- ✧ Bank deposits should be done on a weekly basis at minimum (more frequently if higher volumes of cash received)
- ✧ Deposit all cheques/cash received in current month prior to the end of the month
- ✧ If cheques/cash are received and not deposited within the same month, communicate cash-in-transit (i.e. undeposited cash/cheques from current month) amount to your financial analyst
- ✧ Cash/cheques should be kept in a locked, secure area with restricted access
- ✧ To re-fill petty cash, take from customer deposits and note balance withheld in "cash deposit reconciliation" (excel)
- ✧ All petty cash expenditures and receipts must be tracked and reconciled ("Petty Cash Reconciliation") and uploaded to bank deposit folder in clinic finance records sharepoint

