

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Administrative

POLICY NO: 04-005

SUBJECT: Revenue Received Via Mail or delivered in person

EFFECTIVE DATE: July 1987

Policy:

All revenue transmitted to Cottonwood, Inc. via the U.S. Mail shall be recorded on a control log, maintained by the Office Manager.

Procedures:

1. When a check or cash is received, the Office Manager will record the date received, the amount, the payee and payer of the check in the control log and restrictively endorse the check.
2. All revenues will then be directed to the Accounting Clerk for coding and deposit preparation. The Accounting Clerk will deposit checks received through the bank's Deposit Express system, and the Finance Manager will deposit all cash received at the bank. The Accounting Clerk will enter all transactions into the INTACCT Accounting System.
3. Printouts from both systems are presented to the Finance Manager, along with the scanned checks for review and retention. Additional review for accuracy and completeness is accomplished through the bank reconciliation process.