CASH RECEIPTS

RESPONSIBILITIES	PROCESS	SUPPORT DOCUMENTS
Cashier/Secretary		1. Cash Receipt Voucher (prenumbered, multipart)
Receives Cash and Provides Receipt	1. Receives and records cash/checks by mail or in person 2. Uses pre-numbered, multipart receipt vouchers – one copy to customer, one to person making bank deposit, one to accounting 3. Voids rather than destroys or corrects vouchers with errors	
Bookkeeper/Clerk		2. Bank Deposit Slip (prenumbered, multipart)
Deposits Cash	4. Prepares the bank deposit slip from the vouchers 5. Batches cash and makes deposit 6. Gives confirmation of deposit from bank to accounting	
Accountant		3. Sales Voucher 4. Cash Receipts Journal 5. Bank Statement
Reviews and Records Transaction	7. Reviews bank deposit packet 8. Reviews cash collected against accounts receivable or sales vouchers 9. Reconciles bank deposit to vouchers – makes sure all vouchers are properly signed by customer 10. Reviews voided vouchers 11. Enters transactions into Cash Receipts Journal against customer account 12. Reconciles bank statements on a monthly basis	

Internal Control Risks

- All cash received is deposited into the bank.
- All cash received is recorded in the Cash Receipts Journal.
- No one person handles cash receipts transactions from collection of cash to deposit of cash.