CASH RECEIPTS

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

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.