

<b>Community Mental Health Partnership of Southeast Michigan</b>		<i>Policy</i> <i>Cash Management Policy</i>	
PIHP Operations			
	Date Of Board Approval 5/14/2014	Date of Implementation 5/15/2014	

**I. PURPOSE**

To establish a policy that assures responsible and accountable stewardship of public funds under the management and authority of the Community Partnership of Southeast Michigan (CMHPSM).

**II. REVISION HISTORY**

Revision Date	Modification	Implementation Date
08/24/2018	Routine Review	10/01/2018

**III. POLICY**

It is the policy of the CMHPSM that all cash shall be managed according to Generally Accepted Accounting Principles and that appropriate internal controls will ensure efficient safeguards and proper handling.

**IV. APPLICATION**

All staff having access to or control over cash received and disbursed.

**V. DEFINITIONS**

Community Mental Health Partnership of Southeast Michigan (CMHPSM): The Regional Entity that serves as the PIHP for Lenawee, Livingston, Monroe and Washtenaw counties for mental health, intellectual/developmental disabilities, and substance use disorder services.

Generally Accepted Accounting Principles: these principles are standards, conventions, and rules guiding the recording and summarizing of transactions and for preparation of financial statements. The principles include regularity, consistency, sincerity, permanence of methods, prudence, continuity, materiality, periodicity and full disclosure.

**VI. STANDARDS**

- A. All cash receipts will be logged in and deposited in accordance with internal control procedures to protect against misuse or fraudulent activities.
- B. Cash will be deposited in the bank weekly. Until deposited, cash will be kept in a secure safe and will not remain on the premises for more than two (2) working days. No cash will remain on the premises over a weekend.

C. Electronic deposits to the CMHPSM will be made directly into its depository account. Electronic transfers to the CMHPSM's checking account in an amount sufficient to cover all payments processed by the CMHPSM will be made by the Chief Financial Officer.

D. A cash reconciliation will be completed monthly.

**VII. EXHIBITS**

None

**VIII. REFERENCES**

None