	Montana Mental Health Nursing Care Center **Policy Manual**	**Policy Number**	**305**
		Original Date	**08/15/1983**
	Department: Business Office	**Revised Date**	**01/09/2014**
	Resident Accounts Cash Box		

POLICY:

The cash box shall be counted and logged on a Daily Cash Box Count Form when cash is withdrawn or added to the cash box (Attachment #1). At month end the cash box shall be counted, logged and verified by the Director of Support Services or designee.

PROCEDURE:

1. The cash box shall be counted and logged by the Secretary or office employee when a change of funds is made to the cash box.

   A. The starting balance, cash withdrawals, cash receipts and ending balance will be totaled and shortage or excess shall be explained.

   B. The total cash will not exceed $550.00 except for special circumstances and events.

2. At month end the actual cash box balance shall be $550. A check will be prepared from the Resident Accounts bank account to replenish the cash box.

3. At month end the Director of Support Services or his/her designee shall verify the Secretary's count (Attachment #2). A copy of the daily log count and month end cash box verification count will be attached to the Resident Accounts month end balance report.