



## Cash Receipts Log Procedure (BEN-P005)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 1.0 SCOPE:

- 1.1 This procedure describes the process used by the Risk Management Office for recording and preparing deposit transmittals covering checks received from employees, retirees, and insurance companies at the Washoe County School District.

### 2.0 RESPONSIBILITY:

- 2.1 Risk Manager

### 3.0 APPROVAL AUTHORITY:

- 3.1 Benefits Coordinator

(Approval signature on file)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 4.0 DEFINITIONS:

- 4.1 LOA – Leave of Absence
- 4.2 DEP – Dependent Health Premiums
- 4.3 FMLA – Family Medical Leave Act
- 4.4 WOP – Waiver of Premium
- 4.5 RET – Retiree Premiums
- 4.6 COB – COBRA Continuation of Health Coverage
- 4.7 MISC – Miscellaneous

### 5.0 PROCEDURE:

- 5.1 The Risk Management Office receives insurance premium checks, stop loss checks, and rebate checks from employees and/or retirees and insurance companies.
- 5.2 Checks are date stamped and copied.
  - 5.2.1 Copies of checks are filed in the employee files and with the Cash Receipts Log (BEN-F009) File.
- 5.3 Risk Management Technician enters data and explanation category (LOA, DEP, FMLA) onto the Cash Receipts Log (BEN-F009).
- 5.4 Risk Management Technician completes appropriate deposit transmittal(s), for employee/retiree paid premiums, rebates, and/or stop loss.
- 5.5 The Cash Receipts Log, checks and deposit transmittal are forwarded to the Business Office – Accounts Receivable for recording and deposit.
- 5.6 The Business Office – Accounts Receivable returns the signed copy of the deposit transmittal(s) along with, a verification of the account breakdown.

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5.6.1 If the deposit slip and cash log do not balance, the Business Office – Accounts Receivable will return log and checks for re-write.

5.7 The returned verification and deposit transmittal(s) are attached and filed with the Cash Receipts Log.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Cash Receipts Log – BEN-F009

6.2 Deposit Transmittal

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Deposit Transmittal	Risk Management Files	6 years	Discard as Desired	Standard file cabinet in secured office
Cash Receipts Log	Risk Management Files	6 years	Discard as Desired	Standard file cabinet in secured office

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/2/05	A	Initial Release
5/15/07	B	Added “COBRA” to 4.6; added “Management” to titles listed in 5.3 and 5.4; added categories to 5.3; identified form number in 5.2.1 and 5.3; re-identified procedure in 6.2; updated Record Retention Table.
04/09/10	C	3.1 replaced “Risk Management Senior Technician” with “Benefits Coordinator”; 5.2.1 replaced “or” with “and”; 5.6.1 replaced “Payable” with “Receivable”; deleted Section 6.2.

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