

FINANCIAL MANAGEMENT 2.0

Depositing Fees -- 2.9

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Date Last

Revised:

Signature:

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POLICY

Fees collected by Local Health Departments and Regional Office Clinics shall be deposited at least two times a week or within 24 hours after \$100 in funds has been accumulated, whichever comes first. All funds not deposited the same day of receipt must be secured under lock and key.

APPLICABILITY

This policy applies to all Local Health Departments and Regional Office Clinics.

PURPOSE

To maintain fiscal accountability.

PROCEDURE

Fees shall be deposited as late in the day as possible so as to include as much of the business day's transactions as possible. All monies received after the deposit has been made are to be carried over to the next business day.

At the end of the month or end of the fiscal year, the deposit is to be made to ensure that the bank stamp date is for the last working day. Any monies collected after this time are to be carried over to the next month or next fiscal year, as appropriate.

Each time a deposit is made, a **State of Tennessee Deposit Slip, FA-0772**, must be completed accurately and in proper sequence and accompany the deposit. After the deposit slip has been signed by the bank cashier (the white copy will be removed and

retained by the bank), the pink and green copies must be sent to the Division of Fiscal Services of the Department of Health. The blue copy should be retained by the Local Health Department for three (3) years or less if audited. Each time a deposit is made the actual time and date of the deposit must be verified by the bank if these (time and date) vary from the bank's official bank stamp. The bank may either issue a specific receipt containing the actual time and date of the deposit (attach to the Deposit Slip) or write the actual time and date on the Deposit Slip and initial the notation.

NECESSARY FORMS

[State of Tennessee Deposit Slip, FA-0772](#)

REFERENCE DOCUMENTS

1. [T.C.A. 9-4-301](#)
2. Department of Finance and Administration - Policy 25 (Revised 3/99), Deposit Practices"

OFFICE OF PRIMARY RESPONSIBILITY: Fiscal Services Section, Bureau of Health Services, (615)741-7305