



Acknowledgement

TO: Child Development Center Administrators and Site CDC Clerks
FROM: Andrea O'Hara, Business Manager
DATE: March 14, 2011
RE: Cash Receipting and Reporting Process

The process for receiving and recording Parent Fees & Babysitter receipts is as follows:

- Parents are to be invoiced and pay their fee the week the service is provided. All other payments received are considered late, per Title 5 regulations.
- Parents are to drop their payment into the locked cash box at the site with; amount listed on envelope, the week the service is provided, and child name.
- Key or code to the locked drop box will be secured by the Center Administrator.
- The Center Administrator will be on site according to the Clerks' schedule to open the cash box and review the prepared deposit slip on the scheduled date of deposit pick-up.
- The Site CDC Clerk will prepare the deposit slip for funds received on the date of deposit pick-up.
- The Center Administrator or Lead Teacher will review the deposit slip for accuracy and initial at the bottom of the deposit slip on the scheduled day of pick-up, before 9:30am.
- The Site CDC Clerk will ensure the deposit is ready for pick up at the pick-up location on the scheduled day before 9:30am.
- The Site CDC Clerk will issue a receipt to the family on the day the cash is counted.
- The Site CDC Clerk will enter the receipt into QuickBooks the week the fee is received.
- The Site Clerk will send to Central Office WEEKLY, stapled in this order, via school mail:
 - QuickBooks Transaction Detail Report
 - Copies of receipts given to parents
 - BSR receipts
 - Pink deposit slip
 - Attendance Sign in Sheets.
- The Center Administrator is to review the AR Aging from QuickBooks report on a weekly basis with a 7 day time frame.
- All parents showing a 14 day past due balance must be put on a payment plan, or be issued a NOA, immediately.

With your help, we can make our CDC Program the best in San Diego!

Please complete and sign below, then FAX this acknowledgement to me at (858) 496-1805.

Site: _____

Center Administrator's Signature: _____ Date: _____

Site CDC Clerk's Signature: _____ Date: _____