



Retrieval Name
 CMP002.doc
Page 1 of 2
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Health Care Services Division
Finance Policies and Procedures

CASH MANAGEMENT

AUTHORITY				
Federal	State Statutes	La. Admin Code	LSU-HSC	HCS D

CITATION:

PROCEDURE NAME: Daily bank deposit to bank account other than the Regions Bank Account

PURPOSE: To establish the procedures for the process of making daily bank deposits to non-Regions Banks for HCS D facilities

(This procedure applies to LAKMC, WOMMC, and WSTMC)

RESPONSIBLE PERSON	ACTION/STEPS
Hospital Employee	1. Collect necessary checks, cash and coin to make the bank deposit.
Hospital Employee	2. Tabulate totals and record on deposit slip.
Hospital Employee	3. Verify accuracy of deposit.
Hospital Employee	4. Transport deposit to bank.
Hospital Employee	5. Conduct deposit transaction at bank.
Hospital Employee	6. Return to Hospital/Office with deposit slip validation of deposit amount.
Hospital Employee	7. Submit deposit slip validation to supervisor.



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RESPONSIBLE PERSON	ACTION/STEPS
Hospital Supervisor	8. Verify and compare to deposit listing sent to bank for accuracy and completeness.
Hospital Employee	9. Input bank deposit amount by following procedures in CMP003 to notify Regions Bank of the exact amount of daily deposit to the bank.
Hospital Employee	10. Record deposit entry and classify into PeopleSoft General Ledger as appropriate for revenue type.
Regions Bank	11. Daily Regions Bank will sweep the non-Regions Bank Depository Account and record in the Master Sweep Account for maximization of interest.
Regions Bank	12. Nightly Regions Bank will accrue interest earnings daily to HCSD for that day's deposits as established under the terms of the banking contract.