

# Big Bend Community Based Care Policy & Procedure

---

**Series:** 1300: Financial Management

**Policy Name:** Payment Posting and Reconciliation

**Policy Number:** 1318

**Origination Date:** 01/29/2009

**Revised:** Board Meeting of 12/13/2018

---

## Policy

In order to ensure proper accounting of funds received, it is the policy of Big Bend Community Based Care, Inc. (BBCBC), to apply payments to client or grantors' accounts in an accurate and timely manner.

## Procedure

- A. Contracts and Grants.** The Office Manager or Designee opens mail and deposits cash in accordance with policies and procedures identified in *BBCBC OP 1300-1312, Cash Receipts and Controls*.
- B.** All payments are posted to the appropriate Receivable account by client or funding source by designated Accountant. Receivable balances are reviewed on a monthly basis for reasonableness and collectability as part of the monthly close process by the Director of Finance and Accounting or designee.