

Our cash collection policy ensures the secure handling of funds collected at our facility. It outlines procedures for daily cash handling, including reconciling cash counts and generating reports. Adherence to this policy is essential for maintaining financial integrity and accountability within our organization.

Each Houston Medical Imaging (HMI) staff member is required to maintain an envelope throughout the day to securely store any cash collected. At the end of your shift, it's essential to generate a cash report from Imagine Pay to reconcile the cash in your envelope. Once you've verified that your cash count matches the report, seal the cash in an envelope with your name and the amount written on it. Place the sealed envelope in the designated safe deposit box for secure storage. This process ensures accountability and proper handling of cash transactions.

- The designated closer for the day is responsible for generating a cash report from Imagine Pay and verifying that it aligns with the cash collected throughout the day, including the amounts stored in the envelopes.
- If there is a shortage of cash at the end of the day, first, collaborate with your coworkers to locate the missing funds. If the discrepancy cannot be resolved immediately, promptly notify Claudia and Silvia via email about the situation.
- If the deposit cannot be sent in a timely manner, promptly send an email to Claudia Robertson at [crobertson@hmixray.net](mailto:crobertson@hmixray.net) explaining the reason for the delay. This communication ensures transparency and accountability regarding financial processes.
  - *Each location is responsible for always having bank bags.*
- The deposit should be placed in a bank bag and locked in the safe.
- Leaving the deposit in an envelope is not an acceptable practice. It's imperative that the designated closer follows proper procedures for depositing funds securely in a locked bank bag promptly and securely lock the safe.

If there is a shortage or surplus of cash at the end of the day, it's crucial to immediately email Claudia and Silvia to report the discrepancy. Providing timely communication ensures transparency and allows for the proper resolution of any financial discrepancies.

It's important to remember that the policy for daily deposits remains consistent regardless of front desk rotations or covering at another location.

### **Petty Cash**

Each location maintains petty cash to facilitate making change. It is crucial to maintain a daily record of petty cash transactions. Signing in and out for petty cash at the beginning and end of each shift is mandatory. Failure to sign the petty cash report may result in disciplinary action, including a write-up.