

**The Homeless Coalition  
Policies and Procedures**

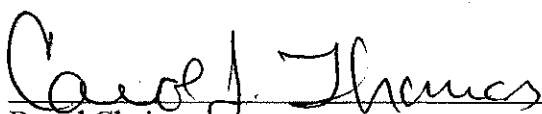
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Policy No: 2.30      Deposits  
Date Approved:      No original date  
Revised Date:      October 13, 2008

The Treasurer will issue a receipt for all cash/checks received.

All cash/checks received will be logged in a journal and/or register

The Treasurer or other officer of the Coalition, such as the Chairperson will make all deposits within three (3) working days of the date the amount is received by the Treasurer or other officer of the Coalition. All deposits made by another Coalition officer must be reported to the Treasurer within three (3) working days of the deposit.

  
Board Chairperson

  
Date