

LAUNDRY FUNDS COLLECTION POLICY

The collection of funds from the use of our laundry washers and dryers is an important part of the Marysville Housing Commissions financial integrity. The collection of these funds, although not high in value, is to be considered as important as the collection of rent.

During normal business hours tenants may go to the office and have the designee of the executive director re-load their laundry card using cash, check, or money order.

Once a month the Property Manager will reconcile the laundry card system with the amount that was collected by the executive director's designee. If both the amount collected and the laundry card machine match a deposit slip will be completed, initialed by the Property Manager and Property Manager Assistant, and deposited in the appropriate bank.

The Financial Manager will review these transactions on a quarterly basis to ensure accounts balance and monies are accounted for.

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| Title: | Laundry Funds Collection Policy |
| Introduced: | 03/17/2022 |
| Adopted Eff: | 07/01/2022 |
| Res. No.: | 2022-07 |