



## **POLICY AND PROCEDURE MANUAL**

### **POLICY 20 – HANDLING OF INCOMING MAIL**

#### **Policy Intent**

The Handling of Incoming Mail guidelines are to be followed by all HSF affiliates defined as: Executives, full-time staff, part-time staff, club members, Directors and advisors/consultants of the Humber Students' Federation (HSF). Compliance with the Handling of Incoming Mail is to ensure a professional, efficient, timely, accurate, and appropriate manner of receiving and dealing with all mail received by HSF according to Generally Accepted Accounting Principles (GAAP) and is not intended to infringe on any person's right to privacy.

Incoming Mail is defined as all envelopes and small packages (whether delivered by Canada Post, Courier, Messenger, Humber ITAL Staff, or personal delivery) received by HSF.

Proper procedures for handling incoming mail are defined as follows:

- 1) Upon receipt at the Reception Desk, HSF affiliates, in particular but not exclusive to CSRs and the Services Manager, are expected, at their earliest convenience, to deliver the incoming mail to the Controller (North campus), Office Manager (Lakeshore campus) or their campus specified appropriate designate.
- 2) The Controller or Office Manager or designate will sort the mail into alphabetical order according to sender, stamp the cover "Received" with date and then proceed to open each piece of mail (unless marked "Private and Confidential"), stamp the contents "Received" with date, and fasten with paper clip to the cover.
- 3) The Controller or Office Manager will then prepare an alphabetical list of the day's mail including sender, addressee and contents. In the case of mail marked "Private and Confidential" this will be noted as the contents. Items received other than with the regular mail delivery throughout the day can be added as necessary and are not expected to be kept in alphabetical order. A hard copy of this list will be forwarded to the Executive Director at the end of each work week.
- 4) Once logged, the Controller or Office Manager (campus specific) will then distribute the mail to the intended recipient. The Executive Director, with the

assistance of the Controller, will use the daily mail listing to reconcile the deposit of monies received in this manner.

- 5) It will remain the responsibility of the mail recipient to ensure that any monies received in this manner are processed in accordance with Policy 18 – Handling of Revenues and Assets.