

# NORTHWEST VISTA COLLEGE

## PROCEDURE

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Procedure Number: CS 003  
Procedure Title: Cash and Check Handling

- I. Purpose: A strong internal control system is necessary to keep cash and checks safe and protect students and employees from risks associated with having access to and responsibility for cash.
  
- II. Procedure Statement: Northwest Vista College sustains and maintains its financial assets through supporting services that safeguard cash and investments. Transactional cash support services are provided to the College by Alamo Colleges Finance and Fiscal Services by maintaining a Business Office at the College. This office negotiates payment plans with students and receives student tuition and fee payments, as well as handles other cash generated by campus activities. The Virtual Business Office, a hosted electronic commerce service, minimizes the number of cash and credit transactions processed in person. Students and employees complete almost all routine transactions online, including designating a payment plan, viewing account activity, and making payments.
  - A. Any activity that results in the acceptance of cash or check payments should work with the District Business office to insure proper handling. Petty cash may be available from the Business Office for events.
  
  - B. Specific safeguards for handling, transporting and storing cash:
    - i. Deposits should NEVER be made to a personal account
    - ii. Groups should not incur debt or otherwise borrow funds
    - iii. Bank accounts are not allowed due to additional risks placed on group members and Alamo Colleges.
    - iv. Limit the number of people handling the cash
    - v. Separate the components of cash handling (segregation of duties): Collecting; Depositing; Reconciling. At a minimum, small groups should separate the collecting and depositing functions from reconciliation.
    - vi. Cash should not be left unattended.
    - vii. A minimal amount of cash should be kept on hand.
    - viii. Cash should be kept in a secure location, such as a lockable cash box.
    - ix. The box should be kept in a locked or secured drawer with limited access.
    - x. Keep the key in a secure place.
    - xi. If more than one person receives cash at the same time, each person should have their own lockbox and receipts book.

- xii. Internal courier systems may **not** be used to transport cash.
- xiii. If you are taking a large cash deposit to the Business Office:
  - 1. Secure cash and checks in a locked pouch if possible
  - 2. Try not to be conspicuous
  - 3. Try not to be predictable
  - 4. If depositing regularly, don't use same route, times, etc.
  - 5. Contact Alamo Police and request an escort

#### C. Collecting Cash

- i. A cash register is the most effective method of collecting and receipting cash. If a cash register is not available, a pre-numbered receipt book with duplicate receipts, a sequentially pre-numbered ticket roll or a physical inventory is acceptable.
- ii. A receipt should be provided to the payor for each transaction or a ticket stub provided.
- iii. For activities where acceptance of checks has been authorized, the District Business Office will provide an endorsement stamp for the period of time required. Checks should be immediately restrictively endorsed.
- iv. Count cash between shifts and reconcile to items sold
- v. Balance cash to register/receipts/inventory at the end of each day
- vi. Record the beginning and ending ticket numbers daily as well as at shift changes.
- vii. If the inventory method of control is being utilized, create an opening inventory balance worksheet. At the end of the day, recount the inventory – this will allow you to determine how much cash you should have collected.
- viii. Refunds (if necessary) are handled by the Business Office.
- ix. An NSF Fee sign must be posted in plain sight if such fees will be assessed
- x. After the event, prepare a reconciliation of the undeposited receipts and petty cash advanced (if applicable) for the change fund before depositing the cash receipts and settling the petty cash advance with the Business Office.

#### D. Reconciling Cash:

- i. A person who does not collect or deposit the cash should make a list or log of the cash receipts (such as dues) from the receipt book, listing receipt number, payor name and receipt amount, beginning and ending ticket numbers or beginning and ending inventory count.

- ii. S/he should reconcile the total of all receipts entered on the log to the amount of revenues collected.
- iii. If there are not enough people to segregate all functions, alternate controls should be developed i.e. share responsibility with another group, ensure an officer independent of the group performs the reconciliation, etc.
- iv. All discrepancies should be resolved, then sign and date the documentation to provide evidence of the reconciliation.

E. Depositing Cash:

- i. Funds should be deposited the same day as receipt.
- ii. Deposit all funds in tact so that the total receipts equals the amount deposited.
- iii. None of the cash received should be used prior to the deposit.
- iv. For example, a club cannot use \$10 to buy stamps and reduce the deposit by the \$10 used. To do so would not reflect the actual revenue collected.
- v. The bursar will conduct an independent cash count upon deposit.

Contact for Interpretation: Vice President of College Services

Relevant Board Policy: N/A  
Relevant SACSCOC Principal CS 3.10.3 Control of Finances



Last Updated: August 17, 2016

Approved: \_\_\_\_\_

Vice President for College Services