

<u>Subject:</u> Cash Handling Procedures	Associated Students, Inc. University Student Union of CSU Stanislaus	<u>Effective Date:</u> 04/15/2011 <i>Revision Date: 04-01-17 (approved by Cesar Rumayor, Executive Director</i>
	Daily & Weekly Procedures	Approved By: Byron Kamp Executive Director Associated Students, Inc.

1. Background: *The Compilation of Policies and Procedures for California State University Auxiliary Organizations* sets sound business practice guidelines for auxiliary organizations operating within the CSU system. Section §8.9.1, Cash, states that the auxiliary should receive cash in a consistent manner utilizing systems that ensure integrity of existing internal controls.

Title 5 §42401 and §42402 state that the campus president shall require that auxiliary organizations operate in conformity with policy of the Board of Trustees and the campus. One of the objectives of the auxiliary organizations is to provide fiscal procedures and management systems that allow effective coordination of the auxiliary activities with the campus in accordance with sound business practices. Sound business practice mandates timely depositing of cash receipts and adequate administration of safes.

Inadequate administration of cash receipts and safes increases the risk of loss or misappropriation of funds.

2. Responsibilities: All staff, managers and students entrusted with cash of the Associated Students, Inc. of California State University, Stanislaus (ASI) are responsible for complying with these procedures. Compliance protects the employee in situations where questions may arise. All staff are obligated to report to the appropriate authority any suspected fraud, theft, or irregularity that may be causing a loss of cash.

3. Collection of Cash Receipts: All funds received must be counted and verified by a minimum of *two* individuals. All funds (cash and checks) must be logged on a daily/monthly cash and check balancing sheet. Both individuals must sign and date the form.

3.1 All deposit slips are initially signed by the person preparing the deposit (generally this will be the USU Administrative Support Coordinator). A second person will then count the deposit and also sign the deposit slip, confirming the deposit amount is correct.

4. Reconciliation of Funds: Compare receipts against products; event tickets; and/or services sold. If funds collected were for the sale of concert tickets the funds must be reconciled against

the number of tickets sold. Thus, an inventory system and controls for the tickets must be in place prior to the sale of any concert tickets.

4.1 Maintain documented reconciliations of cash receipts to the system-generated POS summary reports:

On a regular basis, generally daily, the USU Administrative Support Coordinator (ASC) retrieves the Game Room and Service Desk deposit(s) that have been placed in the drop safe at the close of the previous business day. The ASC runs a Vend Sales Report for the deposit period to verify the amounts in the drop safe match the total sales amount as shown on the Vend Report. These Vend reports are printed and attached to the deposit paperwork, confirming the amount deposited matches the Vend receipts for the period.

5. Depositing and recording: Verify the correct revenue account numbers are in place. The appropriate deposit slip needs to be prepared with all the correct account numbers. The deposit counts must be verified by a second person. Deposits and support documentation will be prepared on the following business day, secured in the safe and transported to the University cashiers office onc. If at any time the accumulated collections amount to \$1,000 cash or \$10,000 cash, checks, money orders, and warrants (excluding state warrants and state checks), a deposit will be transported to the University cashiers office to the bank can be made on the following business day. A cash receipts deposit slip is prepared by the department shall accompany all receipts. The department must keep, for not less than one fiscal year, a copy of the log as well as a copy of all receipts. This will safeguard both the employee and the University in the event of any disputes.

6. Control activity: The supervisor must compare the various reports and signatures to insure all funds are accounted for to minimize the opportunity for fraud and/or theft. Under no circumstances may cash be used to pay for products or services. For example, cash received from concert ticket sales may not be used to pay the band. The cash must be deposited with the University's cashier's office. Separately a check request can be prepared for the University's accounts payable department to process a payment to the band. Each and every transaction must be verified and reconciled. Segregation of duties in cash handling is imperative.

7. Safeguarding ASI Assets by Secure Storage/Safe: Cash and checks held on site must be safeguarded in a locked safe maintained by the ASI or stored in secure storage. Combinations to safes must be changed periodically (at least annually) and when personnel changes have occurred in the department. A log must be maintained which identifies which staff have the combination to which safe. In addition the log must list the dates when the safe combination has been changed. Combinations to the safe or keys to the secure storage are to be limited to as few people as necessary to facilitate normal business operations. If combination or key access is compromised and becomes known or accessible by unauthorized personnel, the Executive Director must immediately notify the University Police and the University Cashiers Office to obtain other secure storage until access can be secured. In the interim, the Executive Director must obtain other secure storage or assistance from the University Cashier Office.

8. University Police Security for the Transport of Cash:

University Police personnel are to escort the ASI staff in the transport of cash to the University Cashiers Office upon request. University Police assistance should be requested if the amount of cash to be transported is over \$500.00. Request for escort is to be made no later than 4:00 pm in order to arrive at the University Cashiers Office prior to closing. If the University Police are unable to provide escort service, cash should remain in secure location at USU until escort service is available.

9. Audit:

Financial Services will provide appropriate audit personnel to perform a cash fund audit in accordance with State Administrative Manual (SAM) section 8111.2.

**Service Desk Drop Safe
Handling Overages and/or Shortages**

PROCEDURE

- 1.0 On a regular basis, generally daily, the USU Administrative Support Coordinator (ASC) retrieves the Game Room and Service Desk deposit(s) that have been placed in the drop safe at the close of the previous business day. The ASC runs a Vend Sales Report for the deposit period and counts the deposit amounts to verify the amounts in the drop safe match the total sales amount as shown on the Vend Report
- 2.0 If the drop safe amount and the total shown in the Vend sales report do not match, the following steps are taken:
 - 2.1 The ASC sends an email to the ASI Administrative Support Assistant (Service Desk Supervisor), also copying the Service Desk attendant, explaining the discrepancy, requesting the supervisor look into the overage/shortage to determine if an error was made in the Vend system entries.

If the error can be determined, the supervisor will immediately make the corrections in the Vend system. Once the correction has been made, the ASC will again run the sales report through Vend to confirm the deposit amounts match the Vend report.
 - 2.2 If no explanation can be determined for the over/under amount, the following steps are taken:

The overage or shortage amount will be logged in the Deposit Discrepancy Log Binder. All emails re: the discrepancy will be printed out and attached to the log for documentation purposes. Both the ASC and Service Desk Supervisor will initial the entry.
- 3.0 A running over/under total (either positive or negative) will be maintained in the log. Any positive (overage) running total amount will be kept in the safe in the ASC's office. At the end of each fiscal year (or at any time the overage amount totals \$10.00 or more), the overage will be deposited with the Cashier's Office.



Ticket Sales

Stan State Student ticket (one per student)

- Look up Student in the Currently Enrolled excel spreadsheet
- Ring up student ticket in Vend POS
- Record the Transaction number next to the name on the excel spreadsheet
- Record the ticket number under “notes” before closing out the transaction

Non-Student ticket

- Ring up non-student ticket in Vend POS
- Record the ticket number under “notes” before closing out the transaction