

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Cash Handling
FPU Policy Number: FPU-7.0043P
New Policy _____ Major Revision of Policy <u>X</u> Minor Technical Revision of Policy _____
Date First Adopted: September 8, 2014
Date Revised: July 28, 2015
Responsible Division/Department: Finance and Planning
Initiating Authority: Mark Mrockzkowski, VP and CFO

- A. APPLICABILITY/ACCOUNTABILITY:** This policy applies to all University departments that handle cash and cash equivalents (include currency, checks, money orders, and credit/debit card collections) on behalf of Florida Polytechnic University.
- B. POLICY STATEMENT:** The purpose of this policy is to ensure the accountability and safeguarding of University cash and cash equivalents. Finance and Planning is the only entity authorized to establish bank accounts or other financial relationships in the University’s name and is the designated custodian of all University funds. Departments are prohibited from establishing banking accounts and depositing University funds in outside financial institutions. Finance and Planning is responsible for ensuring that personnel in departments that are authorized to collect funds have been properly trained in the receipt and handling of funds. Departments that collect University funds are responsible for ensuring that adequate control procedures are in place to secure funds collected. This policy has been established to provide guidance on minimum control standards for cash handling.
- C. DEFINITIONS:**
- **Internal Controls-** The planning, organization, and coordination of all methods and measures adopted within a business to safeguard its assets, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies. The internal controls referenced in this policy will ensure the safeguarding of cash, collections, deposits, petty cash, and change funds.
 - **Petty Cash-** provides departments flexibility to complete minor business cash transactions as part of their daily operations.
 - A **change fund** is a cash advance that is issued to provide change for cashier functions.
- D. PROCEDURES:**
1. **Internal control requirements have been established to ensure the protection of the University’s assets. Internal controls include, but not limited to, the following:**
 - a. Segregation of duties- The responsibility of receiving cash, the depositing of cash and the reconciliation of the deposit should be separated and performed by different individuals. The person taking the cash should not be the same person making the deposit or reconciling the deposit.
 - b. Proper receipting and documentation- All monies received by University departments must be properly receipted by cash register, uniform cash receipt or check log and then prepared for deposit into an authorized account for the University.

- c. Use of restrictive endorsement- Checks should be made payable to the Florida Polytechnic University. All checks must be restrictively endorsed immediately upon receipt and recorded appropriately. This includes endorsements by any individuals also named as payee on the check. If the check is made payable to an individual, that person must endorse the back of the check first with "Payable to Florida Polytechnic University," followed by their signature and then the check should be restrictively endorsed with the Florida Polytechnic University stamp.
 - d. Adequate safeguards for handling and transporting cash- All funds must be kept out of public view, in a lockable metal box, and should always be available for inspection at the direction of the VP of Finance and his/her designee. Funds will be stored in a locked safe when not in use. If stored in another location, it must be lockable and the key will be secured in another location. Access to the safe is restricted to critical employees only, and in the event of turnover, the combination must be changed within 48 hours. Each department is responsible for the conveyance of their cash and check collections to the University Bursar's Office.. Money must be carried in person. Campus mail should not be used for transporting deposits. All collected monies submitted for final processing will include a signed deposit transmittal form and system report that agrees with the total amount submitted for deposit.
 - e. Timeliness of deposits- Deposits will be made twice a week. No collections should be held more than five business days before being deposited. Debit or credit card payments should be settled daily.
 - f. All employees that handle cash and checks will be required to complete training as part of the department's reasonable efforts to train personnel on their responsibilities.
- 2. For collections received in person, proper receipting devices should be used (cash registers, cashiering terminals, and pre-numbered receipt forms).**
- a. Funds should be receipted at the initial point of collection and all customers should be provided a receipt or cash register tape.
 - b. Cash registers should have appropriate control features and the operator should not have the ability to reset totals.
 - c. Unused pre-numbered receipt forms should be adequately secured and accounted for. The individual receipting the cash and issuing the individual receipt forms should sign for the pre-numbered receipt forms that he or she had been assigned to use.
 - d. Voided receipts of transactions should generally be approved by supervisory personnel. All copies of the voided receipt form should be retained.
- 3. Collections received through the mail should be receipted or logged and endorsed at the earliest point in the collection process. These receipts or logs should subsequently be compared with the deposit and collections recorded.**
- a. Cash handling duties should be assigned so that collections, deposit preparation, and reconciliations are assigned to different employees. In addition, employees who handle cash should not be assigned duties for creating invoices or updating accounts receivable records or general ledger records.
 - b. Deposits will be made twice per week. No collections should be held more than five business days before being deposited. Debit or credit card payments should be settled daily.
 - c. Cash collections and change funds should be adequately secured at all times. Cash drawers should be locked when a cashier must be away from his or her workstation. Safe combinations should be changed whenever staffing changes occur among those that know the combination.

- d. Persons with assigned cash handling responsibilities should be provided clear written departmental procedures regarding their responsibilities for the handling and control for cash collections or change funds.
- e. Personal loans or the cashing of personal checks from cash collections or change funds is prohibited.
- f. Background checks must be performed on any employees who will have cash handling responsibilities.

4. Payments received by checks and money orders.

- a. Payments received by check should be made payable to Florida Polytechnic University.
- b. The identity of the individual presenting a check in person should be validated. The following information should be recorded on the check:
 - i. Full Name
 - ii. Resident Address
 - iii. Home Phone Number
- c. Checks should be accepted only in the amount of the sale. Checks may not be cashed or written for more than the sale.
- d. Post-dated or two party checks are not accepted.
- e. Checks cannot be cashed on the Florida Polytechnic University campus. The University will only accept checks for the amount due in payment of fees, accounts receivable, loans and other student debts.
- f. All checks must be payable in U.S. Dollars through a U.S. Bank. For questions regarding international payments, please contact the Bursar's Office.
- g. Checks, traveler's checks, and money orders are endorsed by the University upon receipt.

5. Payment received by credit and/or debit cards

- a. Arrangements to accept credit and/or debit cards should be made through the Finance & Planning Office.

6. Payments received by electronic funds transfer (EFT), ACH or wire transfer

- a. Departments must notify Finance & Planning of any electronic transfer payments. Finance & Planning will provide the customer with the necessary banking information. ACH/EFT and wire payments are processed upon receipt of the bank electronic advice. A copy of the deposit transmittal as well as the bank electronic advice will be kept on file.

7. Preparing and Transmitting Deposits

- a. A check log or cash receipt must be prepared and should provide the check date, number, amount, and the payer.
- b. All collected monies submitted for final processing will include a signed deposit transmittal form and system report that agrees with the total amount to be submitted for deposit.
- c. A record of any overage or shortage should be maintained, and the Bursar should be notified immediately if a deposit is more or less than the total of the receipts.
- d. All cash, physical checks, and receipts should be transported in tamper proof bags.
- e. All deposits must be balanced to bank receipts after each deposit.

8. Theft or Loss

- a. On discovery of a possible theft or loss of funds, the AVP of Finance & Planning shall be notified and an internal review will be conducted before the close of the business day, if possible, and definitively within one business day.

- b. If a theft is discovered, the Bursar shall make a verbal report to the campus police and the AVP of Finance & Planning before close of business followed by a written report within one business day.

9. Petty Cash or Change Fund

- a. The use of change funds or undeposited receipts for loans, advances, check cashing, or petty cash purchases for any individual is strictly prohibited.
- b. Change funds may be obtained only by approval of the AVP of Finance and Planning, and cash may not be withheld from a deposit for the purpose of adding to or creating a change fund.
- c. All funds must be kept out of public view, in a lockable metal box, and should always be available for inspection at the direction of the AVP of Finance and Planning or his/her designee. Funds will be stored in a locked safe when not in use. If stored in another location, it must be lockable and the key will be secured in another location.
- d. Access to the safe is restricted to critical employees only, and in the event of turnover, the combination must be changed within 48 hours.

POLICY APPROVAL	
Policy No.: FPU 7.0043P	
<u><i>[Signature]</i></u> Initiating Authority	<u>7-28-15</u> Date
<u><i>[Signature]</i></u> Policies & Procedures Review Committee Chair	<u>7-22-15</u> Date
<u><i>[Signature]</i></u> President/Designee	<u>7/25/15</u> Date
Approved by FPU BOT, if required	_____ Date