



Cash Handling



Purpose

- Define and outline University Processes – receiving, handling, transporting and depositing of cash.
- The Bursar is the University’s primary cash handling agent.



Who else can Collect Money?

Only those departments and units that have been approved in writing by the Executive Vice President for Finance and Administration or his/her designee, are authorized to collect or receive funds for the University.



System Policies

- System Policy 21.01.02 Receipt, Custody, and Deposit of Revenues
 - Annual Employee Cash Handling training, Course 2111465: Cash Handling – TAMUCC
 - Annual PCI training,
 - Course 11013: Payment Card Industry Data Security Standard
 - Course 2112477: PCI-DSS for Cashiers
- System Policy 33.99.14 Criminal History Record Information-Employees and Applicants, “security sensitive position”
 - Employee Background Check is required
- System Policy 21.01.11 Working Funds
 - Temporary and Permanent
 - Establishes the minimum requirements of the department requesting the funds
- TAMUCC Cash Handling Manual is located on the Comptroller’s website (<http://comptroller.tamucc.edu/>)

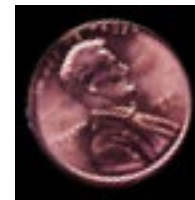


Cash Handling – It's your job

Whether you take in lots of money or.....



.....you collect “pennies”



.....the principles of *good cash handling* are basically, the same.

Segregation of Duties
Security
Documentation
Reconciliation
Management Review

Before cash collection begins.....
“The planning checklist”

Departmental management, in charge of cash handling, develops a plan.



Departmental Management Responsibilities



- Establishing an effective internal control system
- Delegating responsibility for cash handling duties, maintaining proper segregation of duties
- Requiring that staff handling cash be properly trained & follow all procedures set forth in the University's Cash Handling Manual
- Ensure daily Cashier Reconciliations are prepared and reviewed daily
- Making sure reconciliations are performed on a regular basis
- A department's cash handling procedures **must** be reviewed annually by departmental management for any procedural changes. A completed Certification of Departmental Cash Procedures (Department with Working Fund or No Working Fund) should be turned in to the AVP/Comptroller's Office each January.

If a working fund is needed.

- Types of Working Funds
 - Permanent Working Fund
 - Temporary Working Fund
- Things to Remember



Types of Working Fund

- Permanent Working Fund - used by departments that receive cash and are required to make change on a regular basis.
- A request for a permanent working fund requires the following to be submitted to the AVP/Comptroller's Office for approval.
 - Petty Cash Form detailing justification for need of funds (Business Office website).
 - Completed Certification of Departmental Cash Handling Procedures - Department With a Working Fund Form (available on Accounting Services website).
 - Certification of Custody of Working Funds and Statement of Responsibility Form (available on Accounting Services website).
 - Proof of Cash Handling Training for working funds custodians.
 - Proof of Background Check on file with Human Resources.
 - Proof of Payment Card Industry (PCI) Data Security Standards training if credit cards will be accepted as a method of payment.

Transfer of Working Fund

- A Transfer of Working Fund Accountability form must be completed and submitted to the AVP/Comptroller's Office to transfer permanent working funds from one person to another
- It is the department's responsibility to ensure that the receiving employee of the working fund is in compliance with System and University policies



Types of Working Funds



- Temporary Working Fund

- Used for a one-time purpose, event, etc.
- Submit a completed Temporary Working Fund Request Form to the AVP/Comptroller for approval
 - Proof of Background Check
 - Proof of Cash Handling Training
 - Proof of PCI Training if credit cards will be accepted
 - Completed Certification of Departmental Cash Handling Procedures – Department with Working Fund Form (submitted within the past year), if not already on file with the Comptroller’s Office. Please allow 3 weeks for review and approval of any new submission of cash handling procedures.
- Once approved to receive a working fund (whether temporary or permanent) the Working Fund Custodian must show proof of identification when picking up funds from the Business Office
- Funds will only be issued to the Working Fund Custodian

Things to Remember

- **DO NOT use coin & currency income to create a change fund!!**
- ***Never make change from your personal cash!***
- **Keep the working fund amount at bare minimum.**
- **Keep the cash safe! *(More on that later)***
- **Working Funds Custodians must be a TAMUCC employee *(Temporary Employees, Students and/or student employees are not eligible)***
- **When a temporary working/change fund is being returned, present it with your copy of the temporary working/change fund form. Do not deposit this money.**



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Who is going to collect the cash? Record the cash?

- Position Descriptions
- Segregation of Duties



Do I need to update the Position Description?

Any Position Descriptions for jobs requiring an employee to collect funds for the University or perform cash handling duties for at least 5% of their time, should include cash handling duties in the detailed list of job duties. It is the responsibility of each department to make sure this has been done.



Segregation of Duties

- There should be separation of duties between the person receiving cash and the person responsible for maintaining the accounting records.
- Segregation of duties ensures that no ONE person can initiate, approve, record, reconcile, and receive the same transaction.
- Receipt activity should be reconciled to FAMIS Monthly Financial Statements on a monthly basis. The reconciliation should be reviewed and approved by someone independent of the cash handling or recording functions.

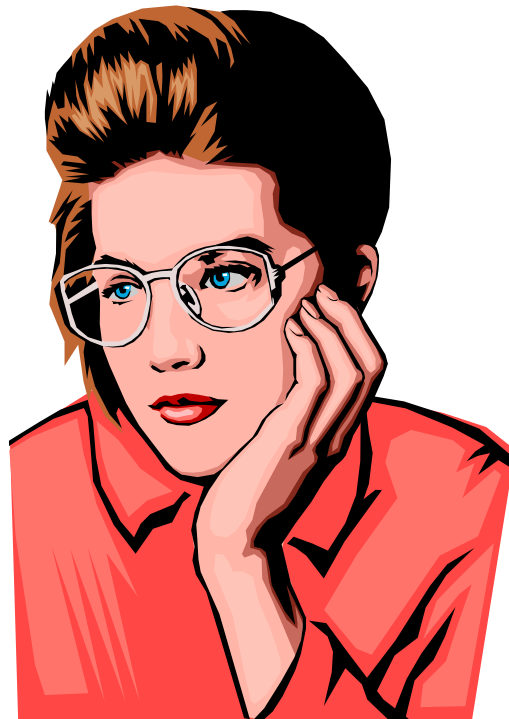


First, lets talk about risk and controls....

Who or what is at risk?



The Money



You

WHY?

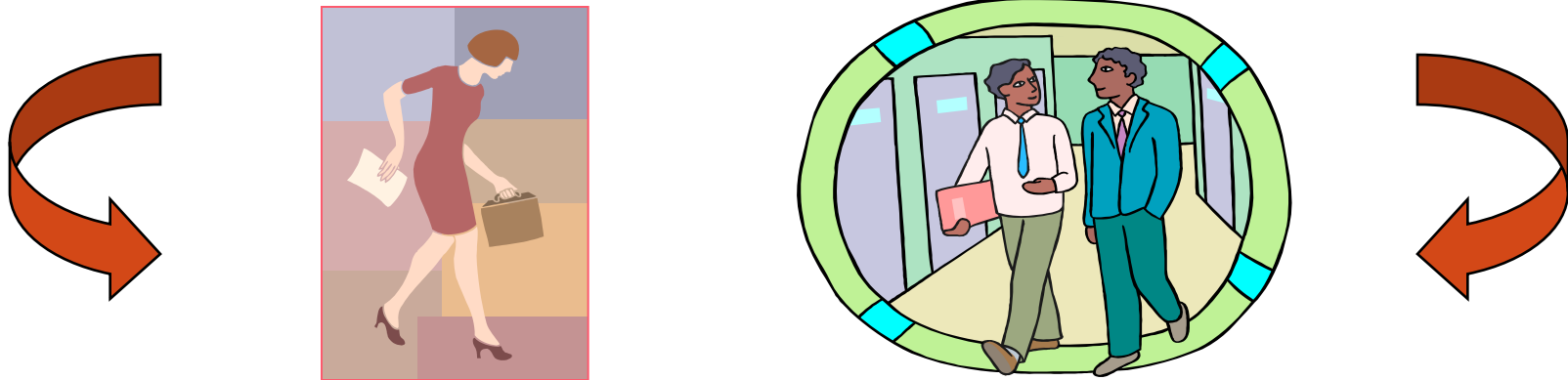
Risk?

- When this occurs with *Money*—
 - Cash is stolen
 - Cash is lost
 - FAMIS Statement of Account doesn't agree with department/units internal records
- *You* can expect the following results—
 - Cash control is inadequate
 - No audit trail
 - Lost revenues
 - Lack of accountability



Risk and Controls!!

Remember – In the cash collecting process, **YOU** are just as important as the cash.....

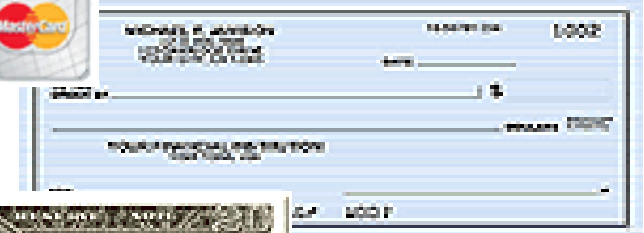


The controls (rules) that we will discuss are designed to protect both YOU and the cash you are handling.

What is included in “Cash Handling” ?

It's not just “CASH”. Cash includes the following forms of money:

- Coin
- Currency
- Checks/Traveler's Checks
- Money Orders
- Debit/Credit Card Transactions
- Cash Equivalents
 - Tickets
 - Stamps
 - Gift Certificates/Cards



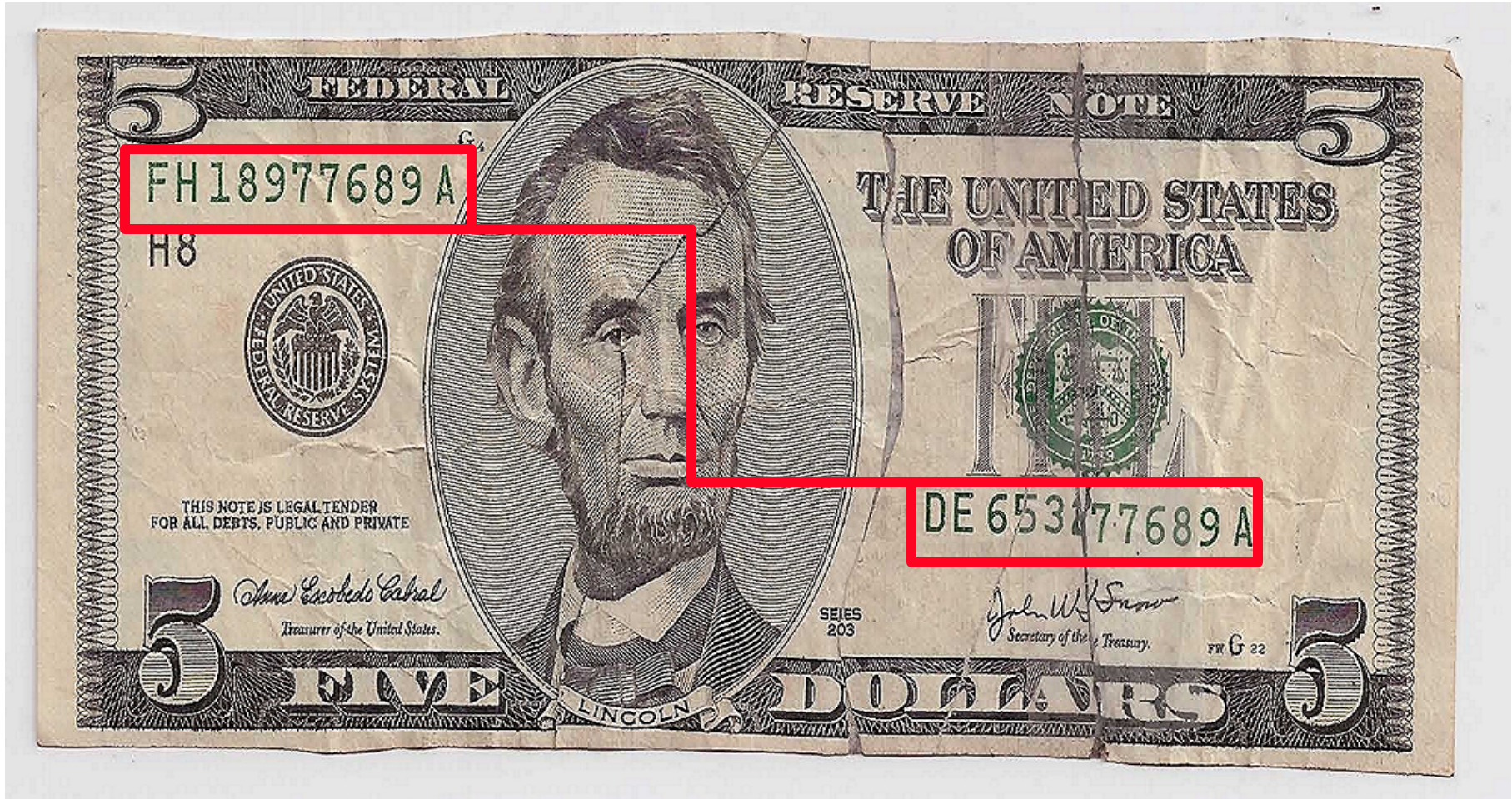
Counterfeit Currency



- Watch out for tape on bill.
- Watch out for serial numbers that do not match.
- Use counterfeit money detector pen (light pass/dark fails) optional.
- Recommend departments test all twenty bills and up unless other bills are on alert.
- Keep Suspicious bill away from customer but in full view of customer at all times.
- Call the Assistant Bursar for instructions.

Example

Serial numbers that do not match.



Checks

To be negotiable a check must have the following:

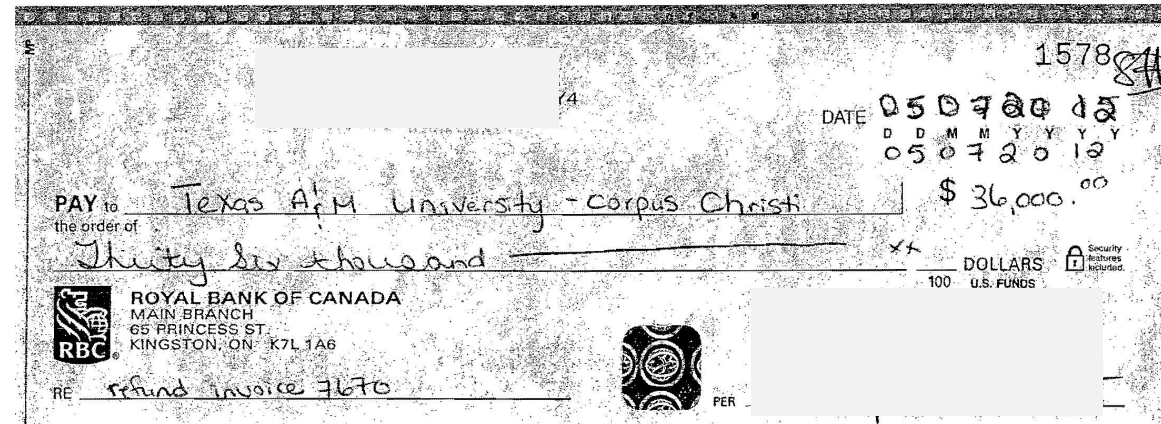
- Date (6 months or less , No Post Dated)
- Payee (full name or TAMUCC, No Third Party)
- Dollar Amount (numeric)
- Written Amount (alpha) legal and supersedes numeric
- Signature Line
- Drawee Bank (in the U.S)



Checks are deposited ACH or in Image format. **Only blue or black ink!**

Foreign Checks

- We only accept checks drawn on a U.S. bank and payable in U.S. funds.
- Issues with accepting Foreign Checks:
 - Foreign Items cannot travel through our Federal Reserve System.
 - They have to be handled manually.
 - There is paperwork and signatures required by the Bank on Foreign items.
 - There are fees involved by either our Bank, other Bank, or both. There can be a difference in conversion or exchange rates as well as collection fees.
 - Payment of foreign check collections may take 4 to 10 weeks or more.
 - Departments do not get credit until the money is collected.



Cash is received.

- Payments in Person
- Payments by Mail
- Check Endorsements
- Receipt Books
- Things to Remember



Payments in Person

- Enter money amount in a cash register or an approved TAMUCC pre-numbered duplicate receipts book.
- A receipt must be provided to the customer whether or not they request one.
- Checks should be requested to be made payable to Texas A&M University-Corpus Christi or TAMUCC whether received by mail or in person. The department's name may be included, but should not be the only named payee.



Payment by Check by Mail

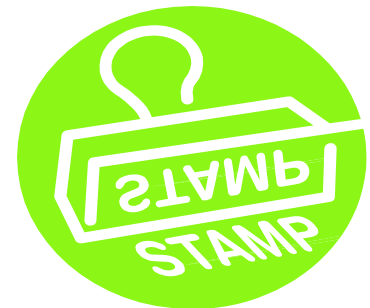
- Checks received through the mail should be logged in at the time the mail is opened and processed.
- An incoming check log should include:
 - The date the check was received
 - The check number
 - The maker of the check
 - The check amount
 - The signature of the person opening the mail
 - The Receipt number issued from their receipt book
 - Business Office issued receipt number once deposited
- Receipt should be mailed to the customer.



Endorsing a check

- IMMEDIATELY RESTRICTIVELY ENDORSE CHECKS

- “For Deposit Only, Texas A&M University-Corpus Christi”
 - You can use a stamp with this message or just write it on the back of the check – either is fine.
 - Note: The Department Name and/or 10 digit FAMIS Account Number would be helpful.
- Departments may obtain an endorsement stamp from the Assistant Bursar. A department’s first endorsement stamp can be obtained from the Business Office, it will not include the Department Name or FAMIS account number.



EXAMPLES OF CHECK ENDORSEMENTS

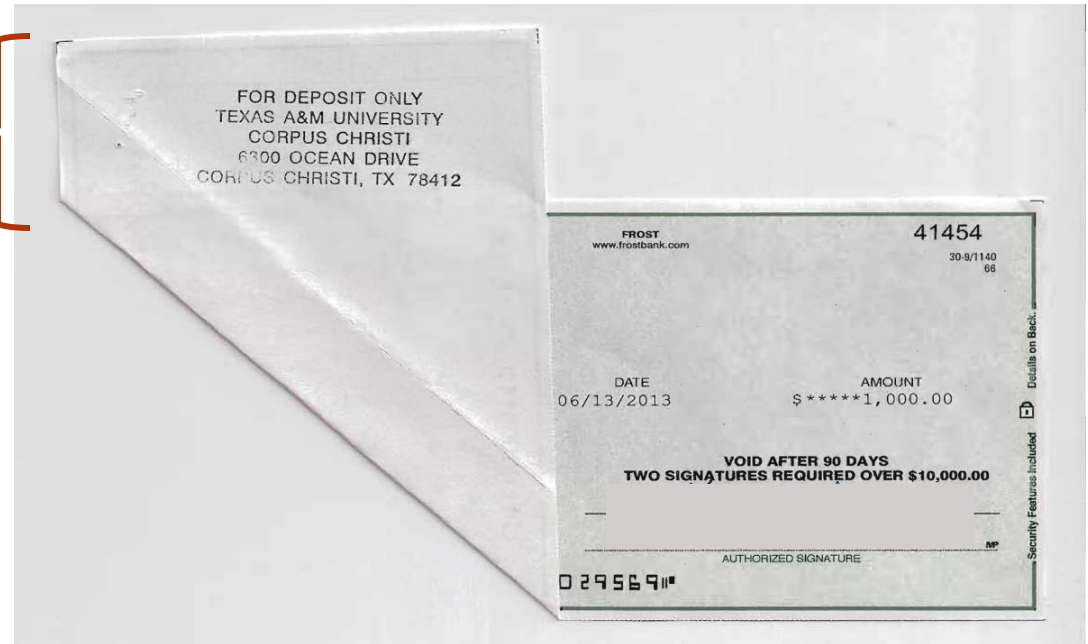
FOR DEPOSIT ONLY

**Texas A&M University –
Corpus Christi
Athletics-Basketball
FAMIS Acct. No.
351000-40004**

FOR DEPOSIT ONLY

**Texas A&M University-
Corpus Christi
Department Name
FAMIS Acct. No. xxxxxx**

Only 1 ½ inches can be used for the endorsement on the payee side of the check.



RECEIPT BOOK PROCEDURES

- An approved TAMUCC receipt book must be obtained from the Business Office when monies are to be received on behalf of the University and no cash register will be used.
- If using a cash register or using pre-numbered tickets, no receipt book is required. Pre-number tickets need to be pre-approved by the AVP/Comptroller's Office or Bursar's Office.
- Only individuals authorized by the AVP/Comptroller's Office or designee will be issued a receipt book and the department must have on file a completed Certification of Departmental Cash Handling Procedures (Department with Working Fund or No Working Fund).
- Receipt Books should be returned to the Business Office after each event or before another book may be issued.
- A picture ID will be required when picking up a receipt book from the Business Office.

RECEIPT BOOK PROCEDURES cont...

- A receipt book consists of 150 receipts, 3 receipts to a page in quadruplicate format with the first page in white, the second in pink, the third green and the fourth in gold.
 - The white copy (original) receipt is given to the customer.
 - The pink copy must accompany the deposit to the Business Office
 - The green copy is kept by the department and used for balancing, auditing and depositing purposes.
 - The gold copy stays in the book.
 - The white, pink and green sheets are perforated for easy distribution.

RECEIPT BOOK PROCEDURES cont...

- Voided Receipts – the white and green copies are submitted with the pink copy to the Business Office.
- No original ink on the pink, green or gold copy of the receipt.
- Fill out all fields unless you have the Comptrollers approval in writing or otherwise stated in Cash Handling Manual

326752

Date: _____

Last Name _____ First Name _____

Payment For: _____

Account # _____ \$ _____

Account # _____ \$ _____

Account # _____ \$ _____

Account # _____ \$ _____

Payment Type: Cash Check # _____ Total Paid \$ _____

Credit Card: Visa MC DISC AMEX

Department: _____

Contact Person: _____ Cashier Signature _____

Contact #: 825- _____ Cashier Printed _____

TEXAS A&M UNIVERSITY
CORPUS CHRISTI

CUSTOMER

Things to Remember...

- If there is more than one person handling cash at the same time, each person must have their own cash drawer, cash register or TAMUCC pre-numbered receipts book, whichever is applicable.
- If money received is payment for goods or services that has been invoiced to the customer through the FAMIS Accounts Receivable Module, restrictively endorse the check, enter the check into the check log and hand deliver it to the Business Office. Payments for FAMIS invoices are deposited the A/R Clearing Account 001017-1610.

Things to Remember cont...

- Checks intended for other departments should be restrictively endorsed, entered into a check log and hand carried to the correct department immediately. **DO NOT MAIL CHECKS!!**
- If a check is received and it is unclear who it belongs to, hand deliver it to the Business Office immediately. **DO NOT HOLD CHECKS!!**

Guidelines in the Event of a Robbery

The following guidelines are provided to help ensure staff safety and minimize loss to the University. Unnecessary risks should never be taken.

- Cooperate with the robber(s). Avoid any confrontation and facilitate a rapid departure.
- Stay as calm as possible. Take no risks. Try not to panic or show any signs of anger or confusion.
- If the robber hands you a note, place the note away and out of reach of the robber as this may be an important piece of evidence.
- Make a mental note of any descriptive features or distinguishing marks on the robber, such as his/her clothing, hair color, eye color, scars, tattoos, etc. Touch nothing in areas where robber(s) were and note specific objects touched by robber(s).
- If it is safe to observe, the direction the robber took should be determined. If possible, observe color and make of vehicle leaving the scene. Departments having security alarms should trip the alarm as soon as it is safe.



Guidelines in the Event of a Robbery

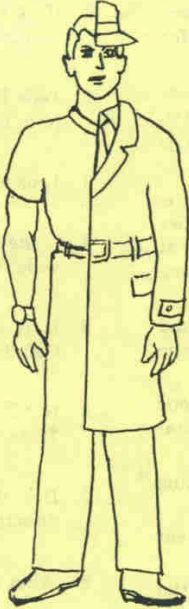
- University Police should be called at extension 4444 as soon as it is safe.
- The robbery should not be discussed with anyone until the police arrive.
- Cooperation with the University Police is important.
- The victim should, above all else, remain calm and try to remember the details. Write them down.
- Notify the Comptroller's Office to report any theft of funds to ensure proper accounting procedures are followed.
- At your department's request University Police will assist in devising specific procedures for your operation to safeguard funds.



Be Alert, Be Observant!!!

Features, which you can remember regarding the physical characteristics of suspicious persons or assailants, can greatly assist the police department in their apprehension.



Sex:	Tattoos/ Scars/ Marks: 	Complexion:
Race:		Hat (Color & Type):
Age:		Jewelry:
Height:		Coat/ Jacket:
Weight:		Shirt/ Blouse:
Build:		Pants/ Dress/ Skirt:
Hair Color:		Shoes:
Hair Length:	Additional Information:	
Facial Hair:		
Eyes/ Glasses:		

WEAPONS:

Circle the Closest



VEHICLE:

Year:	License #:
Make:	State:
Model:	Additional Information:
Color (Top & Bottom):	

Now that you have collected money, what do we do with it?

- ✓ Secure
- ✓ Balance
- ✓ Deposit
- ✓ Reconcile



Proper Safeguarding of Cash

It is the responsibility of each department to make whatever provisions are necessary to properly safeguard the cash in their area. Generally, any amount of cash on hand that exceeds \$1000 (including of your change fund) must be maintained in a vault or heavy safe (one which cannot be easily moved by two persons using a hand cart).



Proper Safeguarding of Cash cont...

- Amounts under \$1000 and greater than \$500 should be maintained in a combination or keyed safe and secured in a locked room.
- Amounts \$500 or less should be maintained in a locked box/bag within a locked drawer and secured in a locked room.



Proper Safeguarding of Cash cont...

- Lock combinations and custody of keys must be maintained by limited personnel. Combinations and keys should be kept "on the person" and never stored in a desk drawer or other such place, except that for funds less than \$100, keys may be stored in a desk drawer or other such place as long as access to the keys is limited to the people having primary or secondary responsibility for the fund.
- Lock combinations and keys must be changed periodically and always when custody changes hands.
- In the event of emergencies or absences, copies of the Combinations and keys to the lockbox should be kept in sealed envelope in the Dean or Department head's office.

Proper Safeguarding of Cash while in use

- Each person collecting cash must have their own change fund so that making change is possible if currency is expected to be collected.
- While in use change funds and/or collected money must be secured in a cash box (preferable) or cash bag that is lockable with access limited to the person responsible for the cash box.
- The cash box should remain locked when not in use and secured when the person responsible for the drawer is away from their job duties.



Step 1

Cash		
Denomination	Quantity	Total
\$0.01		\$
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
\$2.00		
\$5.00		
\$10.00		
\$20.00		
\$50.00		
\$100.00		
Total Cash		\$
Checks		
Total Cash & Checks		
Less Beginning Cash		
Deposit Total		a) \$

Basic Balancing

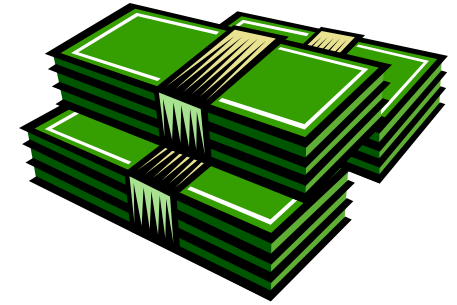
Count your money

Step 2

Deposit Total	a) \$
Credit Card Receipts	
SandDollars	
Total Funds Received	b) \$



Basic Balancing cont...



Step 3 – Add up your receipts

Receipt Book	
Beginning Rct No	_____
Ending Rct No	_____
List any Voided Ret Nos.	_____

Cash	_____
Checks	_____
Sanddollars	_____
Credit Cards	_____
Total per Rec Book c)	<u> \$ </u>

Step 4 – Calculate your Over/Short

RECONCILIATION	
Total Funds Received	b) \$ _____
Less Total per receipt book	c) _____
Cash over/(short)	<u> \$ </u>

Cash Over/Short (*Out of Balance*)



- The cash over or short must be reflected on the General Receipt Deposit Form using the department's s/l account and object code 0705.
- The cash over/short must also be listed on the Cashier Reconciliation.
- A shortage will be listed on the form as a negative number, while the amount of the receipts will be listed as a positive number.
- The net of these amounts will equal to the amount of the deposit.

Over/Short Examples

Department Reconciliation

Cash & Checks Total	\$	495.00	
Receipts Total	\$	500.00	
Difference	\$	(5.00)	Short

Business Office Deposit

Tickets Account Deposit Amount	\$	500.00	
Tickets Account Short (0705)	\$	(5.00)	
	\$	495.00	

Department Reconciliation

Cash & Checks Total	\$	1,010.00	
Receipts Total	\$	1,000.00	
Difference	\$	10.00	Over

Business Office Deposit

Tickets Account Deposit Amount	\$	1,000.00	
Tickets Account Over (0705)	\$	10.00	
Business Office Receipt total	\$	1,010.00	

Reconciliation and Management Review!

The supervisor/event coordinator should perform the following tasks:

1. Verify amount to be deposited to Business Office (cash/checks turned in by the cashier).
2. Verify credit card and sanddollar slips to amounts on cashier reconciliation.
3. Verify that the total of the pink receipts matches to the amount entered into the reconciliation.
4. Sign and date the reconciliation report.



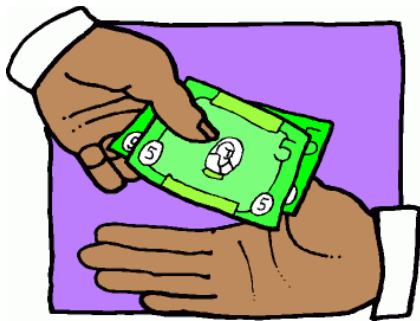
Depositing Funds Intact!

- Intact means the entire amount of money (income) collected must be deposited so that all receipts are posted as revenue to the FAMIS Statement(s) of Account.
- None of the money collected may be used for other purposes prior to deposit of the cash.
 - For example, the department cannot use \$10 of its money collected to purchase postage and then reduce its deposit by the \$10 used.
- To do so would misrepresent the amount of revenue earned and the amount of expenditures incurred in the department's accounting records.



Change in Custody of Deposit

- Any time cash is transferred from one person to another, cash should be counted in the presence of both parties.
- The cash transfer should be documented by having both parties sign a change of custody form or log.



- Cash transfers typically occur when department personnel send cash collections to the Business Office for deposit.
- The receipt provided by the Business Office to the person making the deposit suffices as proof of change in custody.

Where to deposit?



Hand deliver the deposit to the following location:

- TAMUCC Business Office, Student Services Building (Round Bldg).
- Drop off 8:00a.m.-5:00p.m., Monday-Friday
- Deposits should arrive no later than 30 minutes prior to close of business during off-peak periods and greater than 30 minutes during peak periods or if large sum of cash.
- Business Office Phone #: 825-2600 option #5

What to Bring to the Business Office



Being prepared is essential to the accurate and proficient processing of your deposit. Bring the following items to the Business Office when making a deposit.

- Completed General Receipts Deposit Form – original plus a copy
- Pink copy of the receipt(s) from the University issued Receipt Book
- For departments using cash registers or pre-numbered tickets in lieu of a Receipt Book, a copy of the reconciliation sheet for deposit.
- The funds (cash, checks including calculator tapes) that makes up your deposit

Transporting Cash

- Care in transporting funds to the Business office must always be a high priority.
- Deposits or individual checks must never be sent by campus mail.
- Departments handling deposits in the amount of \$5000 or more (excluding restrictively endorsed checks) must contact the University Police Department at extension 4444 to arrange for an escort from the department to the Business Office.

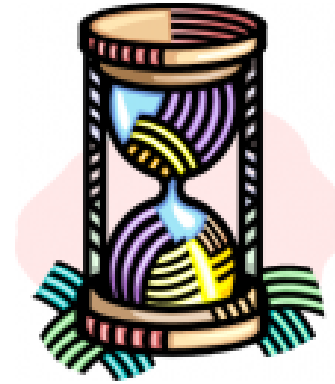


Transporting Cash



- Transactions to be deposited should never be left at the Business Office to be processed at a later time nor should be left at an unattended or unoccupied cashier station.
- Once the Business Office has processed the deposit, verify all information on the system generated receipt is correct prior to leaving the Business Office.

Frequency of Deposit?



- Hand deliver the deposit to the Business Office in the Student Services Building when cash collected is \geq \$500, or within 3 days, whichever comes first.
- You are strongly encouraged to make these deposits daily even if the cash collection for the day is below the threshold.

Keeping Records - Record Retention

The following documents must be kept for the current year plus three more:

- Cash register “total” tapes
- Cashier Reconciliation Sheets
- General Receipt Deposit Forms
- Business Office System Generated Receipts



Credit card receipts must be kept 24 months.

- Credit card receipts/reports - must be kept in a secure/locking location due to confidential customer information and Payment Card Industry Standards.
- It is important to have the credit card slips to properly address chargeback issues.
- At the end of the 24 months, any documentation with credit card information must be crosscut shredded.

(If you have questions regarding these requirements contact the Business Office.)

Does it Reconcile to FAMIS?

- On a monthly basis, departments receive FAMIS Monthly Financial Statements. Total deposits and account balances should be verified against totals in the departmental records. An analysis of outstanding deposits should be made and checked for further disposition.
- Receipt books should be reviewed to make sure all receipts are accounted for.
- No matter who is collecting, depositing, and reconciling, Department Management is ultimately accountable.
- It is the department management's responsibility to regularly review the reconciliation process to assure timeliness, accuracy and resolution of all outstanding issues.
- If a deposit line is not found or a discrepancy is found on FAMIS Monthly Financial Statements or in FAMIS, contact your accountant in Accounting Services for clarification.

Resources



- TAMUCC Cash Manual
- <http://comptroller.tamucc.edu/>
- Accounting Services Online Forms
http://comptroller.tamucc.edu/accounting/online_forms.html
- Business Office Online Forms
<http://businessoffice.tamucc.edu/forms.html>
- Texas A&M University System Policies and Regulations
<https://www.tamus.edu/legal/policy/policy-and-regulation-library/#Policies%20and%20Regulations>
- Texas A&M University Corpus Christi Rules & Procedures
http://academicaffairs.tamucc.edu/rules_procedures/index.html