



# Cash Handling Training

**UNT**<sup>®</sup>

UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

**EST. 1890**

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# Key UNT Policies

**10.006** – Cash Handling Controls

**10.024** – Sales & Receipt of Funds

**04.007** – Fraud Policy

**10.017** – Petty Cash, Demand Deposits, Working Funds

# Cash Defined

- **Currency/Coin**
- Bank Drafts, Personal, Traveler's & Cashier checks
- **Automatic Clearing House (ACH) transactions**
- Electronic Funds Transfers (EFTs)
- **Money Orders**
- Credit/Debit Card Transactions

# Cash Handlers' Requirements

## Step 1:

### Cash Handling Controls Training

- Complete Annually
- Document in EIS (PeopleSoft)

## Step 2:

Formally authorized by department utilizing "Cash Handling Authorization Form"

# Cash Handling Procedures

## Includes:

Authorization of Persons to collect cash

### **Separation of Duties**

Off-site Cash Collection Procedures (if applicable)

### **Maintenance of Receipt Logs**

Security and Reconciliation of Cash

### **Delivery of Approved Cash Deposits to SAUCS**

Office Over/Short Procedures

### **Event of Fraud Procedures**

Record Retention Procedures

Template: [www.Budget.unt.edu](http://www.Budget.unt.edu)

# Safeguarding Cash

## Secured Location:

Must have an actual safe with combination lock

Safe needs to be attached to the facility



# Accepting Checks

- ✓ Payable to the University of North Texas
  - ✓ Endorsed upon receipt
- ✓ Current date (not post dated)



# Deposits

## Requirements:

- Only accept US Currency and Coins
- Use Department Deposit Form
- Transport in a locked or tamper proof bag concealed in a nondescript bag

All cash received must be deposited within **three business days**





# Student Financial Services (SFS)

## Great to know:

- SFS Normal Hours 8:15am – 5:00pm, Monday through Friday
- **If deposit needs to be processed immediately need submit before 3:30pm**
- Express window option for drop offs only
- **Brittany Nichols, Head Cashier ext. 3220**

# Receipts

Issue receipt for each transaction

All receipts must be approved by SFS (maintain documentation indicating SFS approval)

Receipts should include the following:

- ✓ Payer's name
- ✓ **Form of payment (if check, check # should be included)**
- ✓ Amount paid
- ✓ **Date of payment**
- ✓ Service/product rendered
- ✓ **Initials of persons processing the transaction**

Receipt Log

# Counterfeit Currency

## Check the Following:

- Paper
- Portrait
- Watermark
- Security Strip

## Use Counterfeit Pen



# Reconciliations

## Types:

- Fund Balance
- Daily Sales

## Great to Know:

Daily Sales – Daily cash & check receipts should equal deposits

# Cash Variances

Cash variances should be reported

**Cash variances should be tracked**

Written record of overages/shortages must be maintained



# Refunds

No refunds from cash funds

## Refunds

- Processed through accounting
- Paid via check

# Additional Resources and Contact Information

[budget.unt.edu](http://budget.unt.edu)

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