

Accounting – Student Financials /Cashiering

Cash Handling

Original Date: November 30, 2004

Revision Date: April 1, 2011

Applies to:

All UNTHSC employees

Purpose:

This procedure is used to ensure the proper collection, custody and timely deposit of cash receipts.

Form(s):

The Departmental Receipt Form (book) may be obtained from Cashier's Office.

Process:

- Each department must develop written procedures that include, but are not limited to, the following information:
 - o Determination of who is authorized to receive funds and ensure personnel are properly trained;
 - o Allowance for separation of duties, where possible;
 - o Maintenance of cash receipt book;
 - o Protection and reconciliation of cash;
 - o Delivery of approved cash deposit to the Cashier's Office in a timely manner by authorized personnel only; and
 - o Procedures for over/short results, including guidance on what constitutes a significant cash overage or shortage for the area handling cash.
- Upon the receipt of funds, the authorized personnel will:
 - o Complete the Departmental Receipt form, giving one copy to the payer.
 - o Endorse properly and secure funds if necessary.
 - o Deliver funds along with a copy of the completed Departmental Receipt to the Cashier's Office EAD 270 within one business day.
- Deposits should be made in-person to the Cashier's Office by authorized personnel. The use of interoffice mail is not an acceptable means of delivery.
- The Cashier's Office will issue an EIS-numbered receipt to be sent to the department for reconciliation.
- In the event of any significant cash overage or shortage, the department will notify Accounting, the UNTHSC Police and the UNT System Internal Audit

Office immediately.

- A written record of all reported discrepancies regarding an overage or shortage must be maintained by the department for possible review. A situation involving possible fraud, theft or a serious breach of fiduciary duty are to be reported and investigated in accordance with UNTHSC Policy 5.19 and 5.901.

Exceptions to Procedure:

- When it is impractical to make the deposit within one (1) day or when the total deposit is less than \$500, the deposit may be made within three (3) business days of collection.
- Any other exceptions require prior written approval from the Accounting Department.

Training:

N/A

Additional Information:

For assistance, contact

- Janis Minyard, Student Financials at (817) 735-2667 or
- Barbara Holt, Accounting at (817) 735-2550