



Cash Handling Training

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OF NORTH TEXAS[®]

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

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 Accounting and University Cashiering Services (SAUCS)

Great to know:

- SAUCS 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 SAUCS (maintain documentation indicating SAUCS 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

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