

UNIVERSITY OF HOUSTON
INTERCOLLEGIATE ATHLETICS

Policy & Procedure No: 410.00

Date Issued: 10/11/97

Subject: Receipt, Custody and Deposit of University Funds

Updated: 08/18/2017

I. GENERAL STATEMENT

Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance University of Houston Manual of Policy and Procedures (MAPP) 5.01.01 and 5.01.02 and with University of Houston System Administrative Policy (SAM) 03.F.04, 03.F.01, 03.A.07. All employees of the Athletic Department are responsible for complying with the policies and procedures described below. Failure to adhere to these policies and procedures may result in disciplinary action being taken against the employee. NOTE: "Cash Receipts" include currency, checks and credit card payments. Compliance with these procedures will protect employees when questions arise and protect the University from criticism by auditors and other reviewing officials. The Office of Student Financial Services is responsible for receiving all University monies after completion of paperwork for reviewing and forwarding on to the University's Bank. Gift receipts will be forwarded to the Manager, Donor & Alumni Record.

All employees have an obligation to report any suspected theft, fraud, embezzlement, or any other irregularity causing a loss of cash. Employees who are aware of criminal activity and fail to report it may be subject to disciplinary action. Employees are required to cooperate with any police or audit investigation, and they may be requested to keep their knowledge of the investigation confidential

II. Processing Cash Receipts and Revenue Classifications

Primary purpose is to review the classification of revenue and other cash receipts, and to provide an understanding of cash handling and deposit document preparation, approval, and processing.

1. Definition of Cash

For the purposes of this document: U. S. currency (dollars and coins); personal, business, bank, and cashier's checks; money orders; travelers' checks; credit card and debit card charges; wire transfers.

2. Cash Handling Areas and Acceptable form of cash to receive

- A. Athletic Business Office - Cash and checks,
- B. Athletic Ticket Office - Cash, checks, credit and debit card transactions
- C. Development - Cash, checks, credit and debit card transactions

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Departments / Sports planning events to accept cash other than areas above must immediately contact the Athletic Business office to ensure that Cash Handling Polices/Procedures will be followed and individuals have been approved to handle cash.

3. Authorize Cash Handlers

Before any employee is permitted to handle cash, checks, money orders, or credit card payments they must be authorized to do so by completing the required online training and/or using Addendum A of the UH MAPP 5.01.01. Full and part time employees, including student workers, can be cash handlers. Employees in Athletics are required to take the following online classes yearly and part time/student workers that directly deal with cash: Cash Security Procedures, Cash Deposit and Security Procedures, Petty Cash and Change Fund, Credit Card Accounting, Credit Card Processing, Credit Card Data Security depending on their specific job duties.

4. Security of Cash

All of the cash handling areas have individual safes in their office and cash must be physically safeguarded until transferred to the cashier's office. The combination to the safes is only given to the employees that job duties require it and there is only limited access. Safes remain locked at all times except when an authorized employee is using it. The Department Heads will keep a list of everyone in their department that has the safe combination and a record will be sent to the Athletic Business Office. Whenever there is a change in employment due to termination or job duties, the cash handling areas are required to have the combination changed within 5 working days and a record is sent to the Athletic Business Office.

Any department that may have received cash on a one time basis should keep the cash in a secured area, locked drawer, locked file cabinet or similar device until deposited within the required next business day of receipt.

5. Cash Handling Custodian for Change Funds

The Athletic Ticket Office is the only area authorized to have Petty Cash/Change Funds. Currently the Ticket Office maintains a \$5,000 change fund, and annually requests a temporary modification of an additional \$5,000 for the Fall/Spring competition season. The Custodian (The Dept Head) is

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responsible for the daily reconciliation of the change fund. The Ticket Office will work with the Business Office to make sure any Cash Funds are reauthorized annually in accordance to the Departmental Guidelines set forth in MAPP 05.01.01.

6. Receipt of Checks

Checks must be made out to the University of Houston and any remittance advice removed. All employees authorized to receive checks will follow the procedures for Remote Check Deposits.

Checks require a valid driver's license or other identification (if the individual writing the check does not have a driver's license, a valid governmental picture I.D., such as an I.D. issued by a state department of public safety, or a passport, may be accepted as identification).

8. Timeliness of Deposits

Credit card receipts must be accumulated and posted daily via journal entry.

All monies received totaling \$100 or more must be deposited with SFS within one working day of Receipt. SFS shall, in turn, deposit funds with the university bank within one working day of receipt. Amounts less than \$100 may be held no longer than five working days prior to deposit.

9. Receipt of Cash

All of the major cash handling areas acceptance of cash will be outlined below.

If any area other than the major cash handling areas receives cash, the cash must be immediately brought to the Athletic Business Office.

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GUIDELINES FOR RECEIVING MONEY IN THE ATHLETIC BUSINESS OFFICE

1. The Athletics Business Office is responsible for depositing any miscellaneous cash/checks such as reimbursements, payments from NCAA, game guarantees, advances, license/royalty check, parking, concessions etc.
2. The Athletic Business Office is only authorized to accept cash and checks.
3. The individual turning the money into the Athletic Business Office will fill out the Athletic Deposit Form and also attach any additional documentation to the deposit form that verifies where the funds should be deposited, contracts, reports, etc.
4. Checks must be made out to the University of Houston. Also the cost center information of where the check will be posted should also be written on the back of the check.
5. A prenumbered receipt is immediately given to the individual turning in the funds. The receipt books consist of 3 part receipts, One receipt remains in the Receipt Book, one receipt is given to the dept and once receipt is attached to the journal when a deposit is done. The receipt shows the amount, date, what the funds are for and who turned in the deposit. Cash money/checks will be counted in front of the individual turning in the deposit at all times, no exceptions.
6. Preparation For Deposit

Deposits are received by an authorized Full-Time Business Office Employee who prepares the deposit journal. The deposit is verified by a separate Business Office Employee and the final verification by the Sr. Associate Athletic Director for Business.

The deposit journal is prepared according to MAPP Policy 5.01.01
The deposit journal remains in safe until picked up by Police Dept.

7. The Athletic Business Office shall be responsible for monthly reconciliation of PeopleSoft Cost Centers to departmental General Cash Receipts for all Athletic departments.

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III. PROCEDURES FOR REVENUE FROM TICKET SALES

Cash and checks are collected by the Athletic Ticket Office as a result of ticket renewals, walk-up sales, and game day sales. Renewals can be received through the mail at our main ticket office, walk-up sales occur at the main ticket office, and game day sales occur at our various athletic venues.

1. Event Day Sales Preparation

- Event Day sales will run through the Paciolan ticketing system.
- Based on availability of ticket printer of event, tickets may be pre-printed prior to event occurrence.
- Seller sheets will be used to account for cash banks and any sales.
- Each seller will start with a cash bank ranging from \$200-\$400.00 bank (unless otherwise noted on the seller sheet) based on the event and expected sales volume.

2. Event Day Sales Closeout Procedures

A. Athletic Events

- Seller and Event Supervisor verify all sales and bank by seller's Ticketmaster unique sales batch.
- Seller signs sales sheet as confirmation that everything is correct for tickets sold and cash on hand.
- Supervisor or second person will count the cash and sign sales sheet as verification.
- All sales sheets and cash from the event will be placed into the main ticket office vault by the ticket office representative acting as the game day ticket office supervisor and secured until the next business day. This person will be any of the following individuals: Full-time Ticket Office Employee
- All unsold tickets will be voided in the case that tickets were pre-printed.
- On the first business day after an event (Monday for any events hosted over the weekend), the batch reports and money will deposited following the normal outlined deposit process.
- After the deposit is entered into People Soft, the cash will be placed into a bank deposit bag along with a deposit slip and returned to the business office vault.
- Once returned to the vault in the deposit bag, the cash will remain in the vault until UHPD comes to deliver to the Bursar's Office.
 - The ticket office will make every effort to make deposits in accordance with University regulations. However, due to the event days, times, number of events and staff, this may take more than the desired one (1) day turnaround.
 - Most events are held during non-business hours. The closeout of an event will not take place until the next regular business day. Batch reports cannot be run until the end of that business day due to future event sales being processed on the same batch.
 - The person making the deposit will not be able to start processing the deposit until the second business day after the event has taken place.

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B. Ticket Office Vault

Access to the main ticket office vault combination, security alarm code and keys to the room where vault is stored will be limited to the following people:

- Associate Athletics Director for Ticket Sales and Customer Service
- Director Ticket Operations
- Assistant Director of Ticket Operations

All other ticket office personnel will need to be escorted into the vault for any access.

3. Daily Ticket Office Window Sales Closeout Procedures

- At the beginning of each day, each seller will create a new batch for all walk-up sales, and phone sales. Tickets for all sports are available to be sold on this batch.
- At the end of the business day, a batch report will be run for all sales made during the day. These reports along with any cash or checks collected from window or events sales will be placed into the vault and secured for the night.
- The next business day, the batch reports and money will be removed from the vault (including daily Development Gift Batches) and prepared following deposit guidelines from MAPP 05.01.01 by an authorized Business Office employee and verified by Full-time Ticket Office Employee
- After the deposit is entered into People Soft, the cash will be placed into a bank deposit bag along with a deposit slip and returned to the ticket office vault. Checks will be deposited using the Remote Check Deposit procedure.
- Once returned to the vault in the deposit bag, the cash will remain in the vault until UHPD comes to deliver to the Bursar's Office.
 - The ticket office will make every effort to make deposits in accordance with University regulations. However, due to the event days, times, number of events and staff, this may take more than the desired one (1) day turnaround.
 - Most events are held during non-business hours. The closeout of an event will not take place until the next regular business day. Batch reports cannot be run until the end of that business day due to future event sales being processed on the same batch.

IV. DEVELOPMENT OFFICE PROCEDURES

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- 1.** The Development Office receives revenue for gifts and related development projects. The Business Office works in conjunction with the Development Office to create an electronic file share which is transferred to DAR on a regular basis by the Business Office.
- 2.** All gifts are documented and processed through the Ticketmaster ticketing and donor database software. (Same system utilized by Athletic Ticket Office)
- 3.** Checks made must be made out to the University of Houston and submitted following the Remote Check Deposit process.
- 4.** At the beginning of each day, the development officer will create a new unique Ticketmaster batch for all gifts received that business day.
- 5.** All cash/checks received will be entered immediately into a development officer's Ticketmaster batch and secured in the Development mini-safe.
- 6.** At the end of the business day, a batch report will be run for all gifts received during the day. The development officer will bring the reports and cash/checks from the current day's gifts to that Athletic Ticket Office vault. An authorized employee will verify the batch report with the development office and obtain their signature on the summary page once complete. After verification, the reports and cash/checks will be place in the Athletics Ticket Office vault to be secured overnight.
- 7.** The next business day, the batch reports and cash/check gifts will follow same deposit method outlined in 3. Daily Ticket Office Window Sales Closeout Procedure with final verification and submission by the Athletic Business Office.