

UNIVERSITY OF HOUSTON
TEXAS LEARNING AND COMPUTATION CENTER

CASH HANDLING POLICY

Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All TLC2 employees 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.

Upon completion of the Cash, Checks, & Credit Card Receipt Journal (Cash Receipts journal - CRJ) and Deposit preparation, the Office of Student Financial Services is responsible for receiving all University monies, reviewing the accuracy of the Cash Receipt Journal Total against the Deposit Slip Total, and forwarding to the University's Bank. Gift receipts will be sent directly to the Treasurer's Office.

All employees have an obligation to report any suspected theft, fraud, embezzlement, or any other irregularity resulting in 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.

I. GUIDELINES FOR RECEIVING MONIES

1. All persons receiving monies will strictly adhere to University of Houston Policy and Procedures MAPP 5.0.01 and 5.01.02. All cash receipts must be made out to "University of Houston—Texas Learning and Computation Center (TLC2)" and kept in a locked place until transported to Student Financial Services. All checks received in person require a valid driver's license or other identification and should be verified against the Master Check List.
2. The following responsibilities and duties are mutually exclusive and are not to be performed by the same employee:
 - a) Opening the mail and logging in the cash receipts.
 - b) Preparing the cash deposit.
 - c) Reconciling the cost center activity.

II. PROCEDURE FOR RECEIPTS BY MAIL

1. As soon as the individual opening the mail receives funds, they are date stamped, restrictively endorsed "For Deposit only" and the cost center information to which it will be deposited. The following information is entered in the Cash Receipt Log (CRL).
 - a) Date of Receipt
 - b) Name/Customer Name
 - c) Purpose
 - d) Indicate Pay Mode-"Check", "MC", "VI", "DISC"
 - e) Amount Received
 - f) Program Name
 - g) Cost Center information and account to be credited. If the individual does not know what account should be credited, the Department Business Administrator or Research Administrator should be contacted.
 - h) Total the CRL and include the following backup documents:
 1. all checks and credit card forms
 2. two (2) copies of the checks and credit card forms as they appear on the CRL
 3. two (2) copies of the totaled CRL

NOTE: Do not eliminate any entry in the Cash Receipt Log. Errors should be crossed out and initialed. Any unused lines should be crossed out and initialed. The original CRL will be kept with departmental fiscal records.

2. The Department Business Administrator will reconcile with PeopleSoft.
3. Any funds received, including mail receipts and in person receipts, totaling \$100.00 or greater, must be deposited with Student Financial Services in accordance with cash deposit procedures within one (1) working

day of receipt. Amounts less than \$100.00 may be held no longer than five (5) working days prior to deposit. Student Financial Services shall, in turn, deposit funds with the University bank within one working day of receipt.

III. PROCEDURES FOR RECEIPTS IN PERSON

1. When receiving funds in person, all checks received should be verified against the Master Check List if applicable. A pre-numbered, two part receipt book should be used to issue an immediate receipt for all acceptable funds. Funds must be date stamped, restrictively endorsed "For Deposit Only", and the cost center information to which it will be deposited. The following information is entered in the Cash Receipt Log (CRL).
 - a) Date of Receipt
 - b) Name/Customer Name (Name of Remitter)
 - c) Purpose
 - d) Indicate Pay Mode-"Check", "MC", "VI", "DISC"
 - e) Amount Received
 - f) Program Name
 - g) Cost center information and account to be credited. If the individual does not know what account should be credited, the Department Business Administrator or the Research Administrator should be contacted.
 - h) Total the CRL and include the following backup documents:
 1. all checks and credit card forms
 2. two (2) copies of the checks and credit card forms as they appear on the CRL
 3. two (2) copies of the totaled CRL

NOTE: Do not eliminate any entry in the Cash Receipt Log. Errors should be crossed out and initialed. Any unused lines should be crossed out and initialed. The original CRL will be kept with departmental fiscal records.

2. The Department Business Administrator will reconcile with PeopleSoft.
3. Any funds received, including mail receipts and in person receipts, totaling \$100.00 or greater, must be deposited with Student Financial Services in accordance with cash deposit procedures within one (1) working day of receipt. Amounts less than \$100.00 may be held no longer than five (5) working days prior to deposit. Student Financial Services shall, in turn, deposit funds with the University bank within one working day of receipt.

IV. PROCEDURES FOR OFFSITE/SPECIAL EVENT COLLECTIONS

TLC2 policy regarding money received in relation to special events is: All money should be received prior to the event and should follow the preceding procedures for Receipts by Mail or Receipts in Person, whichever applies. There may be occasions when it is necessary to collect money offsite at the time of the actual event. This is an exception and is not expected to become the "normal" procedure. If this should occur, use a pre-numbered, three-part receipt book.

1. The procedure listed below should be followed if collecting money at the event:
 - a) The pre-numbered, three-part receipt book should be used/completed to issue an immediate receipt for all acceptable funds. All checks received should be verified against the Master Check List if applicable. The receipt should contain:
 1. Date
 2. Customer Name
 3. Event/Purpose
 4. Amount Received
 5. Pay Mode
 6. Name and Signature of Receiver
 - b) Funds must be date stamped, restrictively endorsed "For Deposit Only", and the cost center information to which it will be deposited.
 - c) Immediately following the event, the money received must be entered in the appropriate CRL.
 - d) Total the CRL and include the following:
 1. all checks and credit card forms
 2. two (2) copies of the checks and credit card forms as they appear in the receipt book
 3. two (2) copies of the totaled CRL

NOTE: Do not eliminate any entry in the Cash Receipt Log. Errors should be crossed out and initialed. The original CRL will be kept with departmental fiscal records.

2. The Department Business Administrator will reconcile with PeopleSoft.

VI. HOW TO PREPARE A JOURNAL ENTRY DETAIL (JED)

http://www.uh.edu/finance/Web-based%20Training/General_Accounting/Create_Journal/Creating_Journal.doc

For Check Deposits - Include an additional transaction line for total debit amount:

- Account Field = 10510
- Fund Field = BANK
- Debit Amount Field = Credit Total Amount
- Remaining fields should be left blank

For Credit Card Deposits - Include an additional transaction line for each cost center receiving a deposit.

- Account Field = 10512
- Fund Field = BANK
- Debit Amount = total deposit to individual cost center
- Enter credit card number and date of journal
- Remaining fields should be left blank

Include an additional transaction line for commission rate:

- Account Field = 10502
- Fund Field = BANK
- Debit Amount Field = current commission rate
- Enter credit card number and date of journal
- Remaining fields should be left blank

VII. GUIDELINES FOR DEPOSITING FUNDS

1. Procedures for Journal Entry Detail
 - a) Complete and print three (3) JED's according to University of Houston guidelines (See Section VI).
 - b) Prepare two calculator tapes of the line items to show that it is in balance.
 - c) Prepare five (5) legible deposit slips (make sure carbons can be read easily) with the JED number, bag number, and TLC2 name appearing on the deposit slip.
 - d) Prepare documentation in the following order:
 1. Paper clip one calculator tape, money, and the original and bottom deposit slips together, and place inside the Money Bag and seal it.
 2. Remove the Money Bag Tear Label and staple the second duplicate deposit slip, original CRL, and a copy of each check/ credit card form to the first JED.
 3. Staple one calculator tape along with the third and fourth duplicate deposit slips to the second JED.
 4. Paper clip contents of 2 and 3 above to the third JED along with a copy of the CRL.
 - e) Repeat steps a-d for each deposit and staple each deposit separately.
2. The Financial Coordinator will secure authorized signature and separate documents for Police delivery to Student Financial Services.
3. The Financial Coordinator will prepare a Money Transmittal Form (MTF) for each bag. The Police will initial and leave one copy for departmental records.
4. The Financial Coordinator will arrange the documents in the following order from top to bottom: MTF, Money Bag, and third JED are paper clipped to the second JED, which is stapled to the attached back-up documentation.
5. Financial Coordinator will file the first JED once initialed MTF has been attached.
6. The Financial Coordinator will call University Police for deposit pick-up by 12:00 p.m.

VIII. PREPARATION OF GIFT TRANSMITTAL FORMS (GTF)

<http://www.sw.uh.edu/admstaff/files/GTFFY2005.doc>

1. All gifts are to be routed to the College Development Director/Office. Gifts that are sent directly to a faculty or staff member are to be given to the Development Director within twenty-four (24) hours of receipt of the gift.
2. As soon as funds are received, they are date stamped, restrictively endorsed "For Deposit Only", and the cost center information to which it will be deposited.
3. Receiver of funds will enter the following information in the Cash Receipt Log (CRL).
 - a) Date of Receipt
 - b) Name/Customer Name (Name of Remitter)
 - c) Purpose
 - d) Indicate Pay Mode-"Check", "MC", "VI", "DISC"
 - e) Amount Received
 - f) Program Name
 - g) Cost center information and account to be credited. If the individual does not know what account should be credited, the Department Business Administrator or the Research Administrator should be contacted.
 - h) Total the CRL and include the following:
 1. all checks and credit card forms
 2. two (2) copies of the checks and credit card forms as they appear on the CRL
 3. two (2) copies of the totaled CRL

When the receiver of funds is the College Development Director/Office, the College Development Office will log the check in the CRL and prepare the Gift Transmittal Form (GTF). The College Development Office will prepare all GTF's that are not directly given to externally funded projects.

NOTE: Do not eliminate any entry in the CRL. Errors should be crossed out and initialed. Any unused lines should be crossed out and initialed. The original CRL will be kept with departmental fiscal records.

4. Complete the GTF according to University of Houston guidelines.
5. Personally secure the signature of the Development Director on the completed GTF.
6. GTF's initiated by the College Development Office will be forwarded with two CRL's. Externally funded projects will proceed with steps 7 & 8 below.
7. Paper clip the signed, original GTF, corresponding check, two copies of the check, and the MTF to an unsealed Money Bag and address as follows:

To: Treasurer
From: Texas Institute for Measurement Evaluation & Statistics
Date: Date deposit prepared
8. The Financial Coordinator will prepare a MTF and call University Police for deposit pick-up by 12:00 p.m.
9. The original CRL, one copy of the GTF, and one copy of the check will be retained by the Financial Coordinator for reconciliation and permanent filing.
10. One copy of the GTF and check will be returned to the College Development Director to initiate a donor thank you letter.
11. The Department Business Administrator will reconcile with PeopleSoft.