UNIVERSITY OF HOUSTON

TEXAS INSTITUTE FOR MEASUREMENT EVALUATION AND STATISTICS

CASH HANDLING POLICY FY16

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Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All TIMES 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. Effective July 15th, 2015, Division of Research Business Operations now handles cash receipts, deposits and reconciled for TIMES.

2. All persons receiving monies will strictly adhere to University of Houston Policy and Procedures MAPP 5.01 and 5.01.02. All cash receipts must be made out to "University of Houston—Texas Institute for Measurement Evaluation & Statistics (TIMES)" and kept in a locked in a secured place until deposit has been made.

3. The following responsibilities and duties are mutually exclusive and are <u>not</u> 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. PROCEDURES FOR EXPECTED PAYMENT

1. When a payment is expected, the Financial Assistant 2 will send invoices to customers instructing them to make payable check to University of Houston – TIMES and send payment to the Division of Research remittance address:

    4302 University Dr. Rm 316
    Attn: Business Operations
    Houston, TX 77204-2015

2. The Financial Assistant 2 will add in an "Expected Payment" into the Cash Consolidation file located in DOR SharePoint by entering the following information:
    a. Type of Expected Payment
    b. Department ID
    c. Fiscal Year
    d. Account Code for deposit
    e. Invoice No. (Dept. ID-FY-SpeedType-Unique Invoice #)
    f. Cost Center String
    g. Speed Type
    h. Amount of Expected Payment
    i. Email Address to contact when check is deposited

      j.   Invoice Attachment
      k.   If a Write-Off? (Is used internally for cancelled services, duplicate entry, resolved on P/T card, vendor denied or waived transaction).

3. Any funds received, including mail receipts and in person receipts, totaling $100.00 or greater, must be deposited 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. Division of Research Business Operations shall, in turn, deposit funds with the University bank within one working day of receipt.

III.   PROCEDURES FOR CHECK LOG INTERFACE

1. When a new check is received by the Division of Research Business Operations, they will add the new check information into the "Check Log Interface" by entering the following information and reconcile with PeopleSoft.
     a.   Date Received
     b.   Invoice No.
     c.   Journal No. of Deposit
     d.   Date Reconcile with PeopleSoft
     e.   Check Receiver Notes
     f.   Deposit Notes
     g.   Reconciler Notes
     h.   Check Number
     i.   Check Amount
     j.   Payer
     k.   OCG Project ID (if applicable)
     l.   OCG Invoice No.
     m. OCG Sponsor Name
     n.   Received by
     o.   Deposited by
     p.   OCG Deposit by
     q.   Reconciled by
     r.   Email after Receipt: Non-OCG Depositors or OCG Depositors.

NOTE: Non-OCG and OCG depositors can see both Expected Payment and Check Log Interface.

2. The cash deposit journal is processed by Division of Research Business Operations. Journal coversheet and all documentation is forwarded to TIMES Department Business Administration for review and certifying approval.

IV. PROCEDURES FOR OFFSITE/SPECIAL EVENT COLLECTIONS

TIMES 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, two-part receipt book.

1. The procedure listed below should be followed if collecting money at the event:
   a) The pre-numbered, two 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 (ex: cash, check, credit card)
      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.

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. Financial Assistant will add in an "Expected Payment" into the Cash Consolidation file located in DOR SharePoint by entering the following information:
    a. Type of Expected Payment
    b. Department ID
    c. Fiscal Year
    d. Account Code for deposit
    e. Invoice No. (Dept. ID-FY-SpeedType-Unique Invoice #)
    f. Cost Center String
    g. Speed Type
    h. Amount of Expected Payment
    i. Email Address to contact when check is deposited
    j. Invoice Attachment
    k. If a Write-Off, what type? (Is used internally for cancelled services, duplicate entry, resolved on P/T card, vendor denied or waived transaction)

4. Financial Assistant will add in the new check information into the "Check Log Interface" by entering the following information and reconcile with PeopleSoft.
    a. Date Received
    b. Invoice No.
    c. Journal No. of Deposit
    d. Date Reconcile with PeopleSoft
    e. Check Receiver Notes
    f. Deposit Notes
    g. Reconciler Notes
    h. Check Number
    i. Check Amount
    j. Payer
    k. OCG Project ID (if applicable)
    l. OCG Invoice No.
    m. OCG Sponsor Name
    n. Received by
    o. Deposited by
    p. OCG Deposit by
    q. Reconciled by
    r. Email after Receipt: Non-OCG Depositors or OCG Depositors.

NOTE: Non-OCG and OCG depositors can see both Expected Payment and Check Log Interface.

5. Any funds received, including mail receipts and in person receipts, totaling $100.00 or greater, must be deposited 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.

6. Submit money transfer requests by 10:30a.m. See UHPD Deposit Transfer Schedule.
http://uh.edu/police/transfers.html

V. 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 credit amount:
- Account Field = 10510
- Fund Field = BANK

- Credit Amount Field = Debit Total Amount
- Bank Line description should note the last 4 digits of the bank account from deposit slip, the date of deposit, and the department ID – H0288.

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 merchant id and date of journal

VI. GUIDELINES FOR DEPOSITING FUNDS

1. Procedures for Journal Entry Detail
   a) Complete and print a JED according to University of Houston guidelines (See Section VI). Journal must be submitted into workflow and approved by Departmental Business Administrator. The coversheet should reflect this before deposit is picked up by UH Police Department.
   b) Prepare calculator tape of the line items to show that it is in balance.
   c) Prepare deposit slip with the JED number, bag number, transmittal number and TIMES name appearing on the deposit slip. Note check numbers on each line of the deposit slip.
   d) Prepare documentation in the following order:
      1. Paper clip one calculator tape, money, and the original deposit slips together, and place inside the Money Bag and seal it.
      2. Remove the Money Bag Tear Label (receipt) and staple it to the Money Transmittal Form (MTF).
      3. Paper clip copy of JED and MTF to Money Bag.

2. The preparer will prepare a Money Transmittal Form (MTF) for each bag. The Police will initial and leave one copy for departmental records. Deposit transfer requests for UH Police Department should be submitted via www.uh.edu/police/transfers.html.

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