

UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK

**RECEIPT, CUSTODY, AND DEPOSIT OF  
UNIVERSITY FUNDS POLICY**

REVISED July 2017

**GENERAL STATEMENT**

Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All employees of the Graduate College of Social Work are responsible for complying with the policies and procedures described below. **Only benefits-eligible employees will be approved to receive/handle cash.** 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. **However, the Graduate College of Social Work's Policy is not to accept cash.** Compliance with these procedures will protect employees if or when questions arise and protect the University from criticism by auditors and other reviewing officials. 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 the majority of University monies, reviewing the accuracy of the Cash Receipt Journal total against the deposit slip total, and forwarding to the University's Bank. All true endowment deposits will be delivered to the Treasurer's Office, and all other gift deposits will be scanned to Donor and Alumni Records.

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. As a general rule, money transactions should be routed to the Central Business Office, including donations, gifts, or payments.
2. Only certain benefits-eligible employees are approved to receive/handle cash. All persons receiving monies will strictly adhere to University of Houston Policy and Procedures MAPP 5.01.01- <http://www.uh.edu/mapp/05/050101.pdf> *All checks or money orders must be made out to "University of Houston " and kept in a lock box or safe until processed or delivered to Treasury.* All checks received in person or in exchange for merchandise require a valid driver's license or other identification.
3. Only designated departments/areas are allowed to receive credit card payments. **See – Departmental – Receipt, Custody, and Deposit of University Funds Policy, located at the end of this policy to determine which departments/areas are authorized to receive credit card payments.**
4. 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.
5. Pre-numbered Cash Receipt Logs (CRL) are used for all transactions. These books are kept with the Graduate College of Social Work Central Business Office fiscal year records.

## II. PROCEDURE FOR RECEIPTS BY MAIL

1. As soon as the funds are delivered to the Central Collection Site 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 College Business Administrator should be contacted.

The CRL is totaled and hand delivered, to the appropriate individual in Central Business Office, with the following:

1. all checks and credit card forms
2. the totaled CRL

NOTE: Do not obliterate 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 Assistant Business Administrator will reconcile with PeopleSoft and will submit monthly budget reconciliations to the cost center manager.
3. Any non-gift funds received, including mail receipts and in person receipts, totaling \$100.00 or greater, must be processed in accordance with cash deposit procedures within one (1) working day of receipt. Non-gift amounts less than \$100.00 may be held no longer than five (5) working days prior to deposit.

All gift amounts must be deposited within one (1) working day of receipt.

### III. PROCEDURES FOR RECEIPTS IN PERSON

1. When receiving funds in person, all checks require a valid driver's license or other identification and must be pre-printed with the payee's personal information. A pre-numbered, two part receipt book should be used to issue an immediate receipt for all acceptable funds. 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 College Business Administrator should be contacted.

The CRL is totaled and hand delivered, to the appropriate individual in Central Business Office, with the following:

1. all checks and credit card forms
2. the totaled CRL

NOTE: Do not obliterate 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 Assistant Business Administrator will reconcile with PeopleSoft and will submit monthly budget reconciliations to the cost center manager.
3. Any non-gift funds received, including mail receipts and in person receipts, totaling \$100.00 or greater, must be processed in accordance with cash deposit procedures within one (1) working day of receipt. Non-gift amounts less than \$100.00 may be held no longer than five (5) working days prior to deposit.

All gift amounts must be deposited within one (1) working day of receipt.

#### IV. PROCEDURES FOR OFFSITE/SPECIAL EVENT COLLECTIONS

1. The Graduate College of Social Work's 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 a pre-numbered, three-part receipt book should be used.

2. 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 require a valid driver's license or other identification. 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. Immediately following the event, the money should be delivered to the Central Collection Site and entered in the appropriate CRL. The CRL is totaled and hand delivered, with the money, to the appropriate individual in the Central Business Office. The following must be attached:

1. all checks and credit card forms
2. the totaled CRL

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

- c. The Assistant Business Administrator will reconcile with PeopleSoft and submit monthly budget reconciliations to the cost center manager.

## V. PROCEDURES FOR OTHER MONIES RECEIVED

1. There may be occasions when donors will visit the College and express a desire to give money. If this should occur, reasonableness and/or courtesy dictate that a check may be accepted without a receipt being issued immediately. The funds should be treated as a "mail" receipt and entered on the appropriate CRL at the first opportunity. Currency should never be accepted without immediate issuance of a receipt. *However, the Graduate College of Social Work's Policy is not to accept cash.* In the Cash Receipt Log the method of payment should be noted and by which the check came into University possession if not received by mail. This is an exception and is not expected to become the "normal" procedure.
2. All donor/gift monies are to be submitted to the College Development Director. This is discussed under VII.

## VI. PREPARATION OF JOURNAL ENTRY DETAIL (JED) FOR NON-GIFT FUNDS

[http://www.uh.edu/finance/Doc\\_Ref/GL%20Journal%20Workflow%20Handout.doc](http://www.uh.edu/finance/Doc_Ref/GL%20Journal%20Workflow%20Handout.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

1. Procedures for Journal Entry Detail
  - a. Create a cash deposit using the CashPro Online System which will produce a Deposit Detail by Account Report.
  - b. Complete and print one JED according to University of Houston guidelines.
  - c. Scan the Deposit Detail by Acct Report to PeopleSoft.
  - d. Submit the following documentation to the certifying signatory for approval:

1. Deposit Detail by Acct Report
  2. CRL
  3. Copies of checks
2. The Central Business Office will approve in workflow.
- a. The checks will be kept in a safe or locked drawer for 14 business days and then shredded.
  - b. The college's copy of the JED and backup documentation will be filed in the college business office.

### **For Credit Card Deposits**

Prior to processing a journal for a credit card transaction the following must be done in order for the Treasurer's Office to complete the credit card transaction.

Hand-deliver, by employee or police, a copy of the credit card authorization to the Treasurer's Office, ATTN: Sheryl Walton. **Handwrite on the credit card authorization "To Be Processed."** Attach a memo that lists the following information:

- Program/College Name
- Contact Name
- Phone Number
- Fax Number

The Treasurer's Office will contact the college with an approval once the credit card has run successfully. A journal can be processed at this point.

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

1. Procedures for Journal Entry Detail
  - a. Complete a JED and upload supporting documentation according to University of Houston guidelines. Choose path 1, Accounting Office, when entering the journal into workflow.
  - b. Hand deliver prepared documents to the Central Business Office to secure approval in workflow.
  - c. Central Business Office will print a copy of JED showing certifying signature approval and file in the college business office.

## VII. PREPARATION OF GIFT TRANSMITTAL FORMS (GTF)

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 or Dean's Assistant within twenty-four (24) hours of receipt of the gift.
2. The Dean's Assistant 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 College Business Administrator should be contacted.

NOTE: Do not obliterate 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.

3. The Dean's Assistant will complete the GTF according to University of Houston guidelines and secure the signature of the Development Director on the completed GTF.
4. Paper clip together the original signed GTF and the corresponding check or the original credit card authorization form. After obtaining a signature from the

College Development Officer, the GTF and all back-up should be hand delivered to the Central Business Office to secure authorized signature.

- a. Gift checks will be processed through the CashPro Online System. The GTF and backup documentation will be emailed to Donor and Alumni Records.
  - b. Endowment GTFs and backup documentation will be picked up by UHPD and delivered to Treasury for processing.
5. The Central Business Office will notify University Police for deposit pick-up by 2:30 p.m., for same-day pickup. Request for pick-up by the UHPD is done via web-request at <http://uh.edu/police/transfers.html> . The Police will initial the transmittal form and leave one copy for departmental records.
  6. The original CRL, one copy of the GTF, and one copy of the check/credit card authorization form will be retained by the Central Business Office for reconciliation and permanent filing. **(All credit card information should be blacked out to make any credit card number illegible on any form(s) held for filing in the college.)**
  7. The Assistant Business Administrator will reconcile with PeopleSoft and submit monthly budget reconciliations to the cost center manager.



## GRADUATE COLLEGE OF SOCIAL WORK

### **— DEPARTMENTAL — RECEIPT, CUSTODY, AND DEPOSIT OF UNIVERSITY FUNDS POLICY REVISED July 2017**

#### **Acknowledgment of Receipt of Funds and/or Cash Policies and Procedures**

The GCSW has adopted a central site for money collection. However, there will be times when checks are received in the mail and will need to be delivered by designated employees to the central collection site. Only benefits-eligible employees are approved to receive/handle cash. All employees designated to received/handle cash must review the policy at the beginning of each fiscal year and acknowledge that they have done so by completing the GCSW Acknowledgement of Receipt of GCSW Cash Handling Policy form and submitting it to the GCSW Business Office:

#### **DEAN'S OFFICE**

The Dean's Office will have a maximum of one benefits-eligible staff person authorized to receive cash receipts, including credit card payments, gifts and mail-in payments.

#### **COLLEGE DEVELOPMENT OFFICE**

The College Development Office will have a maximum of one benefits-eligible staff person designated to deliver cash receipts, including credit card payments, gifts and mail-in payments to the central collection site.

#### **SOCIAL WORK DOCTORAL PROGRAM (PH.D. PROGRAM)**

The Ph.D. Office will have a maximum of one benefits-eligible staff person designated to deliver orientation fees, including credit card payments, to the central collection site.

## **MSW ADMISSIONS OFFICE**

The MSW Admissions Office will have a maximum of two benefits-eligible staff persons designated to deliver orientation fees, including credit card payments, to the central collection site.

## **NONPROFIT LEADERSHIP ALLIANCE**

Nonprofit Leadership Alliance will have a maximum of two benefits-eligible staff persons designated to deliver cash receipts, including credit card payments, gifts and mail-in payments to the central collection site.

## **ALUMNI, CAREER AND PROFESSIONAL DEVELOPMENT**

Alumni, Career and Professional Development will have a maximum of one benefits-eligible staff person designated to deliver cash receipts, including credit card payments, gifts and mail-in payments to the central collection site.

## **TRAUMA PROGRAM**

The Trauma Program will have a maximum of one benefits-eligible staff person designated to deliver cash receipts, including credit card payments, gifts and mail-in payments to the central collection site.

## **PROCEDURES FOR DEPOSITS**

### **CASH RECEIPTS**

1. Each benefits-eligible staff opening the mail and/or receiving funds will deliver the funds to the Central Collection Site where it will be entered in the Cash Receipt Log (CRL). If the funds are a gift, a Gift Transmittal Form (GTF) is also prepared upon receipt. If funds are received in person a valid driver's license or other identification is required. A pre-numbered receipt book should be used and a

receipt should be given to the payee.

2. Each day funds are received; the CRL will be totaled and reconciled with actual funds on hand. All funds and documentation is given to the Financial Coordinator 1 where it is stored under lock and key.
3. The Financial Coordinator 1 will prepare a Journal Entry and deposit when funds total \$100.00 or more or at least every fifth day. However, all gift amounts must be deposited within one (1) working day of receipt.
4. GTF and deposits will be delivered to the Central Business Office by 2:00 p.m.
5. The Assistant Business Administrator will have the deposits delivered to the Treasury Dept. via the UH Police per the above procedures.
6. The original CRL will be filed with departmental fiscal records.

### RECONCILIATION

1. The Assistant Business Administrator completes the reconciliation of the Journal Entries or GTF to PeopleSoft on a monthly basis.
2. Any discrepancies are researched and resolved.

Issued by: Maisha Christ 7/26/17  
College Business Administrator Date

### APPROVALS:

Dean,  
Graduate College of Social Work: [Signature] 9.12.17  
Date

Senior Vice President for  
Administration and Finance: \_\_\_\_\_  
Date

## Acknowledgment of Receipt of GCSW Cash Handling Policy

Type of cash responsibility: Cash Receipts \_\_\_\_\_

Credit Card Receipts \_\_\_\_\_

Other \_\_\_\_\_

Cost Center(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_  
(Employee Name, please print)

\_\_\_\_\_  
(Department Name)

do hereby certify that I am an employee that has been authorized to handle cash and acknowledge receipt of the GCSW Cash Handling Policy. I have received and read these policies, have/will attended cash handling training, and I agree to accept responsibility for the accounting and control of the cash in accordance with the policies and procedures.

\_\_\_\_\_  
Signature of Employee to Handle Cash

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature or Supervisor or Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of College/Division Administrator

\_\_\_\_\_  
Date