Cash Handling Procedures

The Executive Secretary opens the morning and afternoon mail. Any checks that are received are then stamped with the ‘For Deposit Only’ stamp and copied. The original checks are given to the Department Business Administrator to log into a spreadsheet and lock away in department safe. The Department Business Administrator and the Executive Secretary are the only people with access to the safe. The copies of the checks are attached to any documents that might have been included with the checks. If the check has been mailed in for a Season Subscription, a copy of the form is made to keep with the copy of the check and the original is given to the Box Office Manager to enter into the subscription database. At this point, the Executive Secretary determines whether a journal or a gift transmittal must be created. The copy of the check and other documents are used as reference to make this determination.

Journal Entries are prepared by the Executive Secretary through PeopleSoft; in his/her absence they are prepared by Department Business Administrator. The Journal Entry is saved and budget checked. The Executive Secretary and the Department Business Administrator both verify that the funds have been placed correctly into the deposit bag. The bag is sealed immediately upon verification by the Department Business Administrator, who keeps the bag locked away until police pick-up. The Department Business Administrator then checks the journal entry and signs a hard copy to be uploaded into PeopleSoft by the Executive Secretary. It is then submitted into workflow by the Executive Secretary for further approval by Department Business Administrator. The Executive Secretary makes the additional needed copies of the Journal Entry for Student Financial Services and the Office. Once these copies have been made, the Department Business Administrator contacts the UH police to pick-up the deposit.

Gift Transmittals are prepared by the Executive Secretary. Once the gift transmittal is created, a copy of the check is attached to the back, and the form is forwarded on to the Development Director and Certifying Signature for approval. Upon receipt of necessary approval, additional departmental copies of the GTF are made. Necessary checks are removed from the cash drawer. Both the Executive Secretary and the Department Business Administrator verify that the funds are correctly placed into the deposit bag. The Department Business Administrator then places the deposit bag into the locked cash drawer until the police arrive to transport the money to Donor and Alumni Records.

The Department Business Administrator will reconcile the spreadsheet to the PeopleSoft reports in order to be sure that all checks have been correctly accounted and entered into PeopleSoft.

The Box Office Manager will close the Box Office at 4:30 each afternoon. At this time, the box office manager will count the revenue for the day and turn it in to the Department Business Administrator to re-count and lock up. The Executive Secretary will create any needed journal entries.