

**FY 2011 - DEPARTMENT OF PSYCHOLOGY  
CASH HANDLING PROCEDURES  
Addendum B to CLASS Cash Handling Procedures**

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The Department of Psychology receives cash for clinic services and graduate applications fees. In addition, the department provides cash advance to research projects in the department. The following is a detailed explanation of the department's cash handling procedures in each of the three areas.

**Clinic**

For the clinic, the client submits payment to a clinic therapist. The therapist gives the client a pre-numbered multi-carbon receipt. The clinic program manager Amy Petesch, prepares the general cash receipt and submits it to the department fund custodian, Sharon Terrell, Financial Coordinator. The fund custodian will make copies of the checks; attach a running tape of cash received, and a carbon copy of the receipt. The checks are restrictively endorsed "For Deposit Only, University of Houston, Department of Psychology." Ms. Terrell then places the general cash receipt and the cash in a numbered bank bag. She also fills out a money transmittal form to record the number of the bank bag and the date that the cash was received. The money transmittal form is attached to the department's copy of the general cash receipt. Ms. Terrell then calls the UH Police to request a money pickup. The police officer will deposit the funds in the Bursar's office.

**Academic Office**

Payment for graduate application fees are received by mail. The academic office staff prepares the general cash receipt and submits it to the department fund custodian. The fund custodian will follow the same procedures as stated in the above section.

**Safekeeping**

If the fund custodian receives cash after 3 P.M., the cash is locked in a safe in room 128F. (There is no money pick-up after 3 P.M.)

**Recording of Revenue**

The fund custodian keeps an electronic receipt log of all cash received in the department.

**Review and Reconciliation**

The Department Business Administrator (Isaac Davis), conducts a line-by-line reconciliation of all cash received for the clinic account and the graduate application fee account on a monthly basis.

## **Cash Advance Procedures:**

### **General Process**

- At least 10 days prior to an assessment period, a purchase voucher indicating the number and total amount of payments anticipated for a specified assessment period is prepared by the department. The voucher is submitted to Student Financial Services (SFS), who will fill in the appropriate SFS general ledger account number. Special handling will be noted on the face of the voucher. The department address will be listed as the vendor or custodian address.
- Based on the voucher amount, a cash advance check, payable to the fund custodian, is issued by Student Financial Services. The “custodial check” is sent to the department office. The fund custodian records the check number, check amount, and other pertinent information on an internal document called the ‘Operational Cash Advance Voucher Closure Form’ (see Forms and Record keeping section). When the fund custodian cashes the check, the department will call UH Police and request a money escort who will walk with the fund custodian to the bank and back to the department.
- Upon completion of assessments a list of all subject payments, the ‘Operational Cash Advance Voucher Closure Form’, any remaining currency and a General Cash Receipt are returned to SFS. A police escort will walk with the fund custodian to SFS to return remaining cash. Also, a closing purchase voucher is created charging the research project on the subledger subcode 5340. The statement, “Please route to Nellie Robledo-Grenier” will be placed on the face of the voucher. The closing voucher is walked to the Office of Grants and Contracts for approval. Upon approval, the closing voucher is sent to Nellie Robledo-Grenier at SFS.

This cycle would be repeated throughout the duration of the project. Again, because of the nature of the subject population, the “voucher assessment period” may be defined as two week to three month periods. Operational cash advance amounts may range from \$500 to \$7,000 per request depending upon assessment opportunities.

### **Fund Custodian Designation**

The fund custodian for this project will be Financial Coordinator, Ms. Sharon Terrell. Ms. Terrell is responsible for the safekeeping of the funds and ensuring that the moneys are distributed to the research project team members. As fund custodian, she ensures that funds are expended and accounted for in accordance with MAPP 5.01.02. Undistributed funds are kept in a locked safe in room 128F Heyne building. Room 128F is within a suite that is locked when non attended. In addition, room 128F is locked after hours. There are only four individuals in the department who have key access to this room. Access to the safe is restricted to the following office employees: Isaac Davis(DBA) and Sharon Terrell.

## **Segregation of Duties**

### EXPENDITURE DOCUMENT PREPARATION, INTERNAL RECORD KEEPING

All voucher preparations for cash advances, subject payment disbursements records, and other related documents are prepared by the financial coordinator, Ms. Sharon Terrell. As fund custodian, Ms. Terrell also issues currency to project team members as requested. The fund custodian maintains a record of disbursements from the check using the 'Check Disbursement Log'. This log contains information regarding when, who, and how much currency was issued. Ms. Terrell conducts overage/shortage audits a minimum of once a month.

### SUBJECT PAYMENTS

Prior to disbursement of cash payments to subjects, project researchers collect subject information as required in MAPP 5.02.04. It is the responsibility of the researcher(s) to collect all information required on the 'Payee Certification Form', provide payments to subjects, ensure the safekeeping of currency issued to them, and return the 'Payee Certification Form' to the financial coordinator by the end of each assessment period. In addition, the project researchers issue a pre-numbered receipt to the payee. The carbon copy of the receipt is attached to the 'Payee Certification Form'.

### REVIEW AND RECONCILIATION

Isaac Davis oversees and reviews the preparation of cash advances, subject payment disbursements records, and other related document preparation. Isaac Davis conducts a line-by-line reconciliation of the subject payment records to PeopleSoft, and reconciles the fund expenditures on a monthly basis. Records used to reconcile to the PeopleSoft records include the receipt, 'Check Disbursement Log', 'Operational Cash Advance Voucher Closure Form', 'Payee Certification Form', 'Human Subject Payment Record' and the department's internal accounting system.

As certifying agent for the department, the department business administrator ensures that any expenditure are made for the purpose for which the funds were budgeted, that the procurement of all cash advances and all corresponding documents are in accordance with applicable guidelines, that the funds required are available, and that fund reconciliation is conducted on a monthly basis.

## **Forms and Record Keeping**

Attached are four documents developed for of this project.

<b>FORM/RECORD NAME</b>	<b>DESCRIPTION</b>
(A.) Check Disbursement Log	This log is kept and maintained by the fund custodian and is used to record currency disbursements to the researchers.

(B.) Payee Certification Form	This form is used by the researcher to acquire necessary subject data information and payment receipt acknowledgment. These forms are returned to the department with any remaining currency after a determined number of assessments have been conducted. Information from this form is logged into a 'Human Subjects Payment Record' spreadsheet. The 'Payee Certification Form(s)' and any remaining currency is returned to Student Financial Services.
(C.) Receipt	Pre-numbered multi-carbon receipts will be used by the project researchers. Receipts are issued to the payees. A carbon of the receipt is attached to the 'Payee Certification Form'.
(D.) Human Subjects Payment Record	This is for internal record keeping control. The spreadsheet can be sorted by name or social security number. If a subject should receive \$600 in a calendar year, our department will notify Finance and Accounting. It also provides additional back-up documentation.
(E.) Operational Cash Advance Voucher Closure Form	This form will be used to ensure that the total subject payment disbursement plus any remaining currency equal the amount of the check issued to the fund custodian. This form will be attached to the 'Payee Certification Form(s)' and delivered to Student Financial Services with any remaining currency.

The procedures and forms described above will be audited at least annually by the department. When required, they will be amended to reflect institutional and/or research guidelines or needs.

Copies of MAPP 5.01.02 - Operational Cash Advances and MAPP 5.02.04 - Payments to Human Subjects and Participants in Sponsored Projects, MAPP 5.01.01 - Petty Cash, Cash Funds, and Cash Handling were provided to project team members.