

UNIVERSITY OF HOUSTON
INTERCOLLEGIATE ATHLETICS

Policy & Procedure No: 410.00

Date Issued: 10/11/97

Subject: Receipt, Custody and Deposit of University Funds

Updated: 8/7/2012

I. GENERAL STATEMENT

Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance University of Houston Manual of Policy and Procedures (MAPP) 5.01.01 and 5.01.02 and with University of Houston System Administrative Policy (SAM) 03.F.04, 03.F.01, 03.A.07. All employees of the Athletic Department 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. NOTE: "Cash Receipts" include currency, checks and credit card payments. Compliance with these procedures will protect employees when questions arise and protect the University from criticism by auditors and other reviewing officials. The Office of Student Financial Services is responsible for receiving all University monies after completion of paperwork for reviewing and forwarding on to the University's Bank. Gift receipts will be forwarded to the Manager, Donor & Alumni Record.

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

II. Processing Cash Receipts and Revenue Classifications

Primary purpose is to review the classification of revenue and other cash receipts, and to provide an understanding of cash handling and deposit document preparation, approval, and processing.

1. Definition of Cash

For the purposes of this document: U. S. currency (dollars and coins); personal, business, bank, and cashier's checks; money orders; travelers' checks; credit card and debit card charges; wire transfers.

2. Cash Handling Areas and Acceptable form of cash to receive

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- A. Athletic Business Office - Cash and checks,
- B. Athletic Ticket Office - Cash, checks, credit and debit card transactions
- C. Development - Cash, checks, credit and debit card transactions

Departments / Sports planning events to accept cash other than areas above must immediately contact the Athletic Business office to ensure that Cash Handling Polices/Procedures will be followed and individuals have been approved to handle cash.

3. Authorize Cash Handlers

Before any employee is permitted to handle cash, checks, money orders, or credit card payments they must be authorized to do so using Addendum A of the UH MAPP 5.01.01. Full and part time employees, including student workers, can be cash handlers. All full time employees in Athletics are required to take the following online classes yearly and part time/student workers that directly deal with cash: Cash Security Procedures, Cash Deposit and Security Procedures, Petty Cash and Change Fund, Credit Card Accounting, Credit Card Processing, Credit Card Data Security.

4. Security of Cash

All of the cash handling areas have individual safes in their office and cash must be physically safeguarded until transferred to the cashier's office. The combination to the safes is only given to the employees that job duties require it and there is only limited access. Safes remain locked at all times except when an authorized employee is using it. The Department Heads will keep a list of everyone in their department that has the safe combination and a record will be sent to the Athletic Business Office. Whenever there is a change in employment due to termination or job duties, the cash handling areas are required to have the combination changed within 5 working days and a record is sent to the Athletic Business Office.

Any department that may have received cash on a one time basis should keep the cash in a secured area, locked drawer, locked file cabinet or similar device until deposited.

5. Cash Handling Custodian for Change Funds

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Athletic Ticket Office is the only areas authorized to have Change Funds.
The Custodian (The Dept Head) is responsible for the daily reconciliation of the change fund. Cash Funds are reauthorized annually.

6. Receipt of Checks

Checks must be made out to the University of Houston and immediately restrictively endorsed “ For DEPOSIT ONLY ” and cost center information for deposit.

Checks require a valid driver’s license or other identification (if the individual writing the check does not have a driver’s license, a valid governmental picture I.D., such as an I.D. issued by a state department of public safety, or a passport, may be accepted as identification).

8. Timeliness of Deposits

Credit card receipts must be accumulated and posted daily via journal entry.
All monies received totaling \$100 or more must be deposited with SFS within one working day of Receipt. SFS shall, in turn, deposit funds with the university bank within one working day of receipt. Amounts less than \$100 may be held no longer than five working days prior to deposit.

9. Receipt of Cash

All of the major cash handling areas acceptance of cash will be outlined below.
If any area other than the major cash handling areas receive cash, the cash must be immediately brought to the Athletic Business Office.

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GUIDELINES FOR RECEIVING MONEY IN THE ATHLETIC BUSINESS OFFICE

1. The Athletics Business Office is responsible for depositing any miscellaneous cash/checks such as reimbursements, payments from NCAA, game guarantees, advances, license/royalty check, parking, concessions etc.
2. The Athletic Business Office is only authorized to accept cash and checks.
3. The individual turning the money into the Athletic Business Office will fill out the Athletic Deposit Form and also attach any additional documentation to the deposit form that verifies where the funds should be deposited, contracts, reports, etc.
4. Checks must be made out to the University of Houston and the checks are immediately endorsed with UH ink stamp and the cost. Also the cost center information of where the check will be posted should also be written on the back of the check.
5. A prenumbered receipt is immediately given to the individual turning in the funds. The receipt books consist of 3 part receipts, One receipt remains in the Receipt Book, one receipt is given to the dept and once receipt is attached to the journal when a deposit is done. The receipt shows the amount, date, what the funds are for and who turned in the deposit. Cash money/checks will be counted in front of the individual turning in the deposit at all times, no exceptions.
6. Preparation For Deposit

Deposits are received by Financial Assistant and the Financial Coordinator prepares the deposit journal. The deposit is verified by Asst Business Manager and the final verification by the Director of Business Operations.

The deposit journal is prepared according to MAPP Policy 5.01.01
The deposit journal remains in safe until picked up by Police Dept.

7. The Athletic Business Office shall be responsible for monthly reconciliation of PeopleSoft Cost Centers to departmental General Cash Receipts for all Athletic departments.

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PROCEDURES FOR REVENUE FROM TICKET SALES

1. Event Day Sales Preparation

- Set-up a window game-day customer account on Paciolan. (i.e. Football Rice)
- Pre-print all tickets to be sold at the event.
- Create sales sheet with total tickets printed for sale and money detail for each seller.
- Each seller will start with a \$400.00 bank.
 - \$1's = \$100
 - \$5's = \$200
 - \$10's = \$100

2. Event Day Sales Closeout Procedures

A. Football, Men's Basketball, Women's Basketball and Baseball

- Seller counts all money and remaining tickets at the end of the event.
- Seller signs sales sheet as confirmation that everything is correct for tickets sold and cash on hand.
- All sales sheets and cash from the event will be placed into the main ticket office vault by the ticket office representative acting as the game day ticket office supervisor and secured until the next business day. This person will be any of the following individuals: Assistant Athletic Director for Ticket Sales and Customer Service and Associate Director for Ticket Operations.
- On the first business day after an event (Monday for any events hosted over the weekend) a new batch is created and used to enter sales for the day. This first business day after an event is basically an extension of the event day and all sales are essentially treated as new sales. All sales from the event are entered and accounted for as if the sales were being made at that time. The sellers' batch for this day will contain sales made at the event and sales made over the phone to future events as well.
- Supervisor or second person will count the cash and sign sales sheet as verification.
- All unsold tickets will be voided on the window game-day customer account. The voids **DO NOT** have to be exact seat locations.
- At the end of the business day, a batch report will be run and attached to the event sales sheets. These reports and cash from the event sales and current day sales will be placed into the vault and secured for the night.
- On the second business day after an event (Tuesday for any events hosted over the weekend) the batch reports and money will be removed from the vault and the People Soft deposit journal will be started.
- After the deposit is entered into People Soft, the cash will be placed into a bank deposit bag along with a deposit slip and returned to the vault.

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- Once returned to the vault in the deposit bag, the cash will remain in the vault until UHPD comes to deliver to the Bursar's Office.
 - The ticket office will make every effort to make deposits in accordance with University regulations. However, due to the event days, times, number of events and staff, this may take more than the desired one (1) day turnaround.
 - Most events are held during non-business hours. The closeout of an event will not take place until the next regular business day. Batch reports cannot be run until the end of that business day due to future event sales being processed on the same batch.
 - The person making the deposit will not be able to start processing the deposit until the second business day after the event has taken place.

B Ticket Office Vault

Access to the main ticket office vault combination, security alarm code and keys to the room where vault is stored will be limited to the following people:

- Assistant Athletics Director for Ticket Sales and Customer Service
- Associate Director Ticket Operations
- Ticket Office Assistant

All other ticket office personnel will need to be escorted into the vault for any access.

C. Soccer, Volleyball, Softball and Track

- Seller counts all money and remaining tickets at the end of the event.
- Seller signs sales sheet as confirmation that everything is correct for tickets sold and cash on hand.
- All sales sheets and cash from the event will be placed into a mini-safe by the ticket office representative acting as the game day ticket office supervisor and secured until the next business day. This person will be any of the following individuals: Assistant Athletic Director for Ticket Sales and Customer Service
Associate Director Ticket Operations, Ticket Office Assistant Intern or Student Worker.
- On the first business day after an event (Monday for any events hosted over the weekend) a new batch is created and used to enter sales for the day. This first business day after an event is basically an extension of the event day and all sales are essentially treated as new sales. All sales from the event are entered and accounted for as if the sales were being made at that time. The sellers' batch for this day will contain sales made at the event and sales made over the phone to future events as well.
- Supervisor or second person will count the cash and sign sales sheet as verification.
- All unsold tickets will be voided on the window game-day customer account. The voids **DO NOT** have to be exact seat locations.

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- At the end of the business day, a batch report will be run and stapled to the event sales sheets. These reports and cash from the event sales and current day sales will be placed into the vault and secured for the night.
- On the second business day after an event (Tuesday for any events hosted over the weekend) the batch reports and money will be removed from the vault and the People Soft deposit journal will be started.
- After the deposit is entered into People Soft, the cash will be placed into a bank deposit bag along with a deposit slip and returned to the vault.
- Once returned to the vault in the deposit bag, the cash will remain in the vault until UHPD comes to deliver to the Bursar's Office.
 - The ticket office will make every effort to make deposits in accordance with University regulations. However, due to the event days, times, number of events and staff, this may take more than the desired one (1) day turnaround.
 - Most events are held during non-business hours. The closeout of an event will not take place until the next regular business day. Batch reports cannot be run until the end of that business day due to future event sales being processed on the same batch.
 - The person making the deposit will not be able to start processing the deposit until the second business day after the event has taken place.

D. Ticket Office Mini-Safe

All money received from ticket sales at minor sports will be placed into a mini-safe in the ticket office. Access to the mini-safe will be limited to the ticket office employee who is acting as the ticket office event sales supervisor:

- Assistant Athletic Director for Ticket Sales and Customer Service
- Associate Director Ticket Operations
- Ticket Office Assistant
- Interns
- Student Workers

Money will not be stored on a daily basis in the mini-safe. All money from the event will be removed and deposited the next business day. All banks will be returned and stored in the main ticket office vault until the next event.

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3. Daily Ticket Office Window Sales Closeout Procedures

- At the beginning of each day, each seller will create a new batch for all walk-up sales, phone sales and event closeout from the weekend or previous night event. Tickets for all sports are available to be sold on this batch.
- At the end of the business day, a batch report will be run for all sales made during the day. These reports and cash from the event sales and current day sales will be placed into the vault and secured for the night.
- The ticket office currently does not have one (1) person who is primarily responsible for all window sales. Any and all ticket office employees perform this job. If a fan comes to the window, the first ticket office representative who is available will assist the customer. Due to the lack of staff, any and all ticket office representatives will have sold tickets at the window during the day.
- The batch report and cash from the window will be placed into the main ticket office vault and secured until the next business day.
- The next business day, the batch reports and money will be removed from the vault and the People Soft deposit journal will be started.
- After the deposit is entered into People Soft, the cash will be placed into a bank deposit bag along with a deposit slip and returned to the vault.
- Once returned to the vault in the deposit bag, the cash will remain in the vault until UHPD comes to deliver to the Bursar's Office.
 - The ticket office will make every effort to make deposits in accordance with University regulations. However, due to the event days, times, number of events and staff, this may take more than the desired one (1) day turnaround.
 - Most events are held during non-business hours. The closeout of an event will not take place until the next regular business day. Batch reports cannot be run until the end of that business day due to future event sales being processed on the same batch.
The person making the deposit will not be able to start processing the deposit until
the second business day after the event has taken place.

4. Preparation For Deposit

The deposit journal is prepared by the Ticket Office Athletic Assistant and verified by the Associate Director Ticket Operations. The final verification of the deposit is done by the Athletic Business Office and submitted in workflow.

The deposit journal is prepared according to MAPP Policy 5.01.01
The deposit journal remains in safe until picked up by Police Dept.

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DEVELOPMENT OFFICE PROCEDURES

1. The Development office receives revenue for gifts and related development projects. A Gift Transmittal Form and funds must be forwarded to DAR within 24 business hours.
2. Gifts are documented with the Gift Transmittal Forms and Athletics Development Gift Deposit Form. Also Gifts are inputted in Paciolan Ticketing system.
3. Checks made must be made out to the University of Houston and endorsed immediately.
4. Development brings deposit to Athletic Business office for verification and certifying GTF's. A pre numbered receipt is given to the individual turning in the funds. The receipt book consist of 3 part receipts, one receipt remains in the Receipt Book, one receipt is given to the dept and once receipt is attached to the Athletic Development Gift Deposit Form.
5. Athletic Business Office shall be responsible for monthly reconciliation of PeopleSoft Cost Centers to departmental GTF.