

UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK

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

**REVISED June 2024**

**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. Cash is not to be accepted or disbursed by University employees unless that employee has been authorized by the college/division business administrator to handle cash for a specified purpose. All employees authorized to handle cash must be certified annually. This certification is done through online training. **While student employees may be responsible for the acceptance of cash for point of sale transactions or the distribution of gift cards, all persons with fund custodian and reconciliation responsibilities must be regular employees (i.e, student status is not a condition of employment) and designated as security sensitive positions, which require a background check when employees are hired into that position.**

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 promptly 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 logs are prepared by the Administrative Assistant or Department Business Administrator and 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 Director of Business Operations should be contacted.
2. The Department 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 funds should be delivered to the Business Office the same or next business day.
2. The Department 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.
  - c. The Department 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 remote deposit check scanning system which will produce a Deposit Detail by Account Report.
  - b. Complete and print one JED according to University of Houston guidelines.
  - c. Upload the Deposit Detail by Acct Report to PeopleSoft.
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.

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

1. All gifts are to be routed to the Business Office within twenty-four (24) hours of receipt of the gift.
2. The Department Business Administrator (DBA) 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 Director of Business Operations should be contacted.
3. The DBA will complete the GTF electronically according to University of Houston guidelines and route to the Development Director and Director of Business Operations for signature.
  - a. Backup documentation will be uploaded to the electronic GTF.
4. The Department Business Administrator will reconcile with PeopleSoft and submit monthly budget reconciliations to the cost center manager.

**UNIVERSITY OF HOUSTON**  
**GRADUATE COLLEGE OF SOCIAL WORK**

**—DEPARTMENTAL—**  
**RECEIPT, CUSTODY, AND DEPOSIT OF**  
**UNIVERSITY FUNDS POLICY**  
**REVISED June 2024**

**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.

**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. All funds and documentation are given to the Department Business Administrator where it is stored under lock and key.
3. The Department Business Administrator 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 Department Business Administrator will deposit check using the remote desktop check scanner.
6. The original CRL will be filed with departmental fiscal records.

#### **RECONCILIATION**

1. The Department 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 Wright 6/18/2024  
Director of Business Operations Date

APPROVALS:

Interim Dean,  
Graduate College of Social Work: Sarah C. Larsen 6/18/24  
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