

UNIVERSITY OF HOUSTON
GRADUATE COLLEGE OF SOCIAL WORK

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

REVISED 8/11

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, all other gift deposits will be delivered 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 cash receipts must be made out to "University of Houston – GCSW" and kept in a locked place until transported to Student Financial Services.* All checks received in person or in exchange for merchandise require a valid driver's license or other identification. The receiver is responsible for following the verification process and must initial the check to indicate approval.
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 Books and or 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 benefits-eligible employee opening the mail receives funds, they are to be date stamped, restrictively endorsed "For Deposit Only", and the cost center information to which it will be deposited should be written/stamped on the back. 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. one (1) copy of the checks as they appear listed on the CRL
3. 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 Financial Coordinator I will reconcile with PeopleSoft and will submit monthly budget reconciliations to the Dean.
3. Any non-gift funds received, including mail receipts and in person receipts, totaling \$100.00 or greater, must be deposited with Student Financial Services 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. Donor and Alumni Records shall, in turn, deposit funds with the University bank within one 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. The receiver is responsible for following the verification process and must initial the check to indicate approval. A pre-numbered, two part receipt book should be used to issue an immediate receipt for all acceptable funds. Funds must be date stamped, restrictively endorsed "For Deposit Only", and the cost center information to which it will be deposited should be written/stamped on the back. 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. one (1) copy of the checks as they appear listed on the CRL
3. 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 Financial Coordinator I will reconcile with PeopleSoft and will submit monthly budget reconciliations to the Dean.
3. Any non-gift funds received, including mail receipts and in person receipts, totaling \$100.00 or greater, must be deposited with Student Financial Services 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. Donor and Alumni Records shall, in turn, deposit funds with the University bank within one 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 receiver is responsible for following the verification process and must initial the check to indicate approval. 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. Funds must be date stamped, restrictively endorsed "For Deposit Only", and the cost center information to which it will be deposited should be written on the back.
 - c. Immediately following the event, the money received must be 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. one (1) copy of the checks as they appear listed on the CRL
 3. 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.

- d. The Financial Coordinator I will reconcile with PeopleSoft and submit monthly budget reconciliations to the Dean.

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; restrictively endorsed "For Deposit Only", and the cost center information to which it will be deposited and entered on the appropriate office log 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

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. Complete and print two (2) JED's according to University of Houston guidelines.
- b. Prepare one (1) legible GCSW imprinted deposit slip indicating the JED reference number and bag number. Make two (2) separate copies of the deposit slip and the money bag tear label arranged on the same page. Complete the Cash Deposit Summary Form.
- c. Submit the following documentation to the certifying signatory for approval:
 1. Completed Cash Deposit Summary Form
 2. CRL
 3. Copies of check(s)
- d. Upon certifying approval scan the following documents and upload to PeopleSoft:
 1. Cash Deposit Summary Form
 2. Copy of deposit slip/money bag tear label
- e. Prepare documentation in the following order:
 1. Paper clip check(s) and the original deposit slip together. Place inside the Money Bag and seal it.
 2. Affix the original Money Bag Tear Label, Cash Deposit Summary Form, one copy of the deposit slip/money bag tear label, original CRL, and a copy of each check to the first JED.
 3. Staple second copy of deposit slip/money bag tear label to the second JED.
 4. Paper clip above documents 1-3 together.
- f. Repeat steps a-e for each deposit and staple each deposit separately.
- g. Enter journal into workflow prior to hand delivering prepared documents to the Central Business Office by 2:00 p.m. to secure authorized signature.

2. The Central Business Office will secure authorized signature and separate documents for Police delivery to Student Financial Services.

- a. The Financial Assistant I will prepare a Money Transmittal Form (MTF) for each bag.
- b. The Financial Assistant I will arrange the documents in the following order from top to bottom:
MTF, Money Bag, and second JED are paper clipped together, which is stapled to the attached back-up documentation.
- c. The Financial Assistant I will file the first JED once initialized MTF has been attached.
- d. The Central Business Office will call University Police for deposit pick-up by 3:00 p.m. The Police will initial and leave one copy for departmental records.

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 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 and print two (2) JED's according to University of Houston guidelines. Choose path 1, Accounting Office, when entering the journal into workflow.
 - b. Paper clip credit card forms to the JED's. **(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.)**
 - c. Hand deliver prepared documents to the Central Business Office by 2:00 p.m. to secure authorized signature.

VII. PREPARATION OF JOURNAL ENTRY DETAIL (JED) FOR ON-LINE REGISTRATION FUNDS *

The performance of this procedure is limited to UH employees having approved background checks. Staff positions identified include: College Business Administrator, Financial Coordinator I and Financial Assistant I.

1. Procedures for Journal Entry Detail of Continuing Education Credit Card Transactions
 - a. Acquire back up documentation: Utilizing secure User ID and Password log in to:
https://secure.paymentech.com/login/log_log_page.jsp?CTAuthMode=BASIC&ct_orig_uri=%2Fmanager%2F click on Review, click on Transaction Search, filter the date range for the appropriate dates. If there are no applicable transactions for the date range then print the screen shot to confirm required daily review. If there are applicable transactions mark the radio, click view order, and print this screen shot. This will serve as your back up documentation for the JED.

**Listed above are the current procedures for the preparation of the journal entry detail (JED) for on-line registration funds. These procedures will change shortly as UH will utilize the services of Bank of America.*

- b. Complete and print one (1) JED's according to University of Houston guidelines using the following information:

For Credit Card Deposits - Include a transaction line for the cost center receiving the deposit, the commission line and each of the two (2) bank lines.

- Account Field = 43652 (Name of online student)
- Commission Field = 54710 (List type of card utilized and determine appropriate processing fee)

1.8% for Discover **

2.4% for MasterCard or Discover Card

2.6% for American Express

- UH Credit Card Clearing Account Field = 10512

Enter Orbital assigned terminal number 424273179889*** and date of the transaction

- UH Credit Card Commission Clearing Account Field = 10502

Enter Orbital assigned terminal number 424273179889*** and date of the transaction

- c. Deliver prepared documents to the Business Office to secure authorized signature of the College Business Administrator via electronic PeopleSoft approval at which point the documents will be securely filed and stored.

*** Credit card fee percentages will be updated by UH*

**** It is expected these terminal numbers will change when Bank of America services are being fully utilized.*

VIII. PREPARATION OF GIFT TRANSMITTAL FORMS (GTF)

http://www.uh.edu/finance/Forms/Gift_Transmittal_FY09.doc

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. As soon as funds are received, they are date stamped, restrictively endorsed "For Deposit Only", and the cost center information to which it will be deposited or GCSW should be entered on the back.
3. Receiver of funds 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.

The CRL is totaled and hand delivered, to the Development Office or the appropriate individual in externally funded projects, with the following:

1. all checks and credit card forms
2. one (1) copy of the checks as they appear listed on the CRL

3. the totaled CRL

When the receiver of funds is the College Development Director/Office, the College Development Office will log the check in the CRL and prepare the Gift Transmittal Form (GTF). The College Development Office will prepare all GTF's that are not directly given to externally funded projects.

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.

4. Complete the GTF according to University of Houston guidelines.
5. Personally secure the signature of the Development Director on the completed GTF.
6. Paper clip together the original signed GTF and the corresponding check along with three copies of the check or the original credit card authorization form along with 3 copies of the credit card form with all credit card information obliterated. **(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.)** After obtaining a signature from the College Development Officer, the GTF and all back-up should be hand delivered to the Central Business Office by 2:00 p.m. to secure authorized signature.
7. The Central Business Office will prepare a MTF and call University Police for deposit pick-up by 3:00 p.m. All true endowment deposits will be delivered to the Treasurer's Office, all other gift deposits will be delivered to Donor and Alumni Records.
8. 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.
9. One copy of the GTF and check/credit card authorization form will be returned to the College Development Director to initiate a donor thank you letter.
10. The Financial Coordinator I will reconcile with PeopleSoft and submit monthly budget reconciliations to the Dean.

UNIVERSITY OF HOUSTON
GRADUATE COLLEGE OF SOCIAL WORK

**– DEPARTMENTAL –
RECEIPT, CUSTODY, AND DEPOSIT OF
UNIVERSITY FUNDS POLICY
REVISED 8/11**

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

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 authorized to receive cash receipts, including credit card payments, gifts and mail-in payments.

JODY WILLIAMS CENTER

The Jody Williams Center will have a maximum of one benefits-eligible staff person authorized to receive cash receipts, including credit card payments, gifts and mail-in payments.

SOCIAL WORK DOCTORAL PROGRAM (PH.D. PROGRAM)

The Ph.D. Office will have a maximum of one benefits-eligible staff person authorized to receive application fees, including credit card payments.

MSW ADMISSIONS OFFICE

The MSW Admissions Office will have a maximum of two benefits-eligible staff persons authorized to receive application and orientation fees, including credit card payments.

OFFICE OF COMMUNITY PROJECTS (OCP)

OCP will have a maximum of two benefits-eligible staff persons authorized to receive cash receipts, including gifts and mail-in payments. At this time, credit card payments are not accepted.

AMERICAN HUMANICS

American Humanics will have a maximum of two benefits-eligible staff person authorized to receive cash receipts, including credit card payments, gifts and mail-in payments.

PROCEDURES FOR DEPOSITS

CASH RECEIPTS

1. Each benefits-eligible staff opening the mail and/or receiving funds will properly endorse all funds and enter it in their 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. The receiver is responsible for following the verification process and must initialize the check to indicate approval. 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 Assistant 1 where it is stored under lock and key.

3. The Financial Assistant 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. Journal Entries or GTF and deposits will be delivered to the Central Business Office by 2:00 p.m.
5. The Financial Assistant 1 will have the deposits delivered to the Student Financial Services Office, Treasury, or Donor & Alumni Records via the UH Police.
6. The Financial Assistant 1 will file original CRL with departmental fiscal records.

RECONCILIATION

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

Issued by: _____ 8/9/11
College Business Administrator Date

APPROVALS:

Dean,
 Graduate College of Social Work: _____
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