Purpose

The establishment of strong internal controls for cash collections is necessary to prevent mishandling of funds and to safeguard against loss. Strong internal controls are also designed to protect employees from inappropriate charges of mishandling funds by defining his/her responsibilities in the cash handling process. This University of Nevada, Reno Facilities Services Department Standard Operating Procedure (SOP) provides additional guidelines for Administrative Services personnel required to perform Cash Handling duties as outlined in the University of Nevada, Reno Cash handling Policies and Procedures.

Procedures

The following SOP will be used by all Facilities Services personnel when performing Cash Handling duties.

Definitions

Cash - coin, currency, checks, money orders, credit cards, accounts receivable charges, electronic funds transfers, and all cash equivalents (tokens, gift cards, parking tickets and stamps).

Cash receipt - Multi-copy, pre numbered document which records the transaction and includes the name of the person giving the cash, the date received, the amount received, and the reason for the cash payment.

Cash Receipts Log - Permanent chronological record of incoming cash. Used to verify and ensure that all cash receipts have been deposited to the proper account.
Over the Counter - Cash transaction performed person to person instead of coming through the mail.

Cashier - The person who receives the cash and records the receipt.

SECURITY

- All "over-the-counter" collections of money must be supported by pre-numbered receipts.
- Checks will NOT be accepted in amounts in excess of the purchase or original transaction and all checks are to be made to the Board of Regents.
- Checks received shall be immediately endorsed.
- Cash shall be stored in a locked file cabinet, drawer, desk or safe at all times. Keys should be secured separately to prevent easy access to cash.
- When cash is transferred from one person to another it should be counted in the presence of both parties. The amount should be recorded on a receipt and the receipt (or other transfer document) should be signed by the person accepting custody.
- Receipts copies are distributed as follow: original – customer, copy 2 – accounting, copy 3 – stays in the receipt book.
- Receipts in excess of $500 must be deposited within 24 hours of receipt; lesser amounts must be deposited within 72 hours of receipt.
- All funds received must be deposited with the Cashier’s Office or with the UNR Foundation.
- Locks or combinations to safes or alarmed areas must be changed whenever an employee having access to the safe or alarmed area leaves the office’s employment.
- Transport of currency in the amount of $500 or more or total deposits over $1000 must be performed by two employees.
- In NO event should cash or coin be sent through campus mail for deposit. Checks sent through campus mail must be endorsed on the back using a university endorsement stamp obtained from the Cashier’s office.
- Under NO circumstance shall any member of the faculty, staff or student body realize personal gain through the handling of such funds.
- Deposits received in the Cashier’s Office or UNR Foundation must be counted & receipted in the presence of the courier. Under NO circumstance are funds to be left uncounted.
- Segregation of Duties: one person should not be able to accept cash, record deposits, make the deposit and reconcile the account.

RESPONSIBILITY

Cash Collection Point Cashiers
Responsible for conducting cash transaction with customers or receiving monies in the mail issuing receipts and entering the transaction into the cash receipts log.
Cash Collection Point Supervisor
(If one is designated, not required) – Monitors cash receipting functions and authorizes various transactions, such as refunds, voids, and cash drawer reconciliation. Has access to the cash drawers and safe, if applicable.

Deposit Preparer
Counts the cash receipts, prepares the deposit and delivers it to the University Cashier’s Office for deposit.

Recorder
Is responsible for the financial recording and tracking of the cash transaction.

Reconciler
Verify that the Deposit Preparer has deposited all cash received. On a monthly basis, reconcile validated deposit forms to the supporting documentation and to the General Ledger Statement of Accounts.

OVER THE COUNTER CASH RECEIPTS

When cash is received in person, the Cash Collection Point Cashiers shall:

1. Receive funds directly from the customer.
2. Enter the receipt date, customer’s name, amount received and reason on a (3-part) pre-numbered receipt for all cash and checks received.
3. Count the cash, initial the receipt and have the customer sign the receipt indicating the information is correct. (See Enclosure 1)
4. Giving the original receipt copy to the customer.
5. Record the receipt in the Cash Receipts Log. (See Enclosure 2)
6. Attached copy 2 of the receipt to the cash and key deposit form (Enclosure 3) (as appropriate) and place cash and documents in the day’s cash receipt envelope.
7. Copy 3 of the receipt stays in the receipt book, if additional copies are needed, they should be photocopied.
8. If a receipt needs to be voided, the cash collection point supervisor should review and sign the voided receipt indicating their approval.
9. The receipt (including voids) should be recorded in the cash receipt log and the original and copy 2 placed in the day’s cash receipt envelope.
10. Record Wolf Cards transactions received into the cash receipts log and place the receipts in the day’s cash receipts envelope.
11. Immediately endorse all checks received.
12. At the end of the day. Make a copy of the cash receipts log and total the cash received.
13. Bring the day’s cash receipts envelope and the totaled copy of cash receipts log to the Deposit Preparer and assist in verifying the transfer of cash.
The Deposit Preparer shall:

1. Upon receipt of the totaled cash receipts log and the day’s cash receipts envelope, immediately count and verify the cash received with the transferring Cashier.
2. Count the cash and verify the total amount of cash received to the total on the cash receipts log. The Deposit Preparer and the transferring Cashier will both initial the cash receipts log to indicate the amount was received. See Enclosure 3.
3. Daily prepare the cash deposit daily:
   a. Separate the cash from the receipts & key deposit forms.
   b. Prepare the Cashier Deposit Slip as show in Attachment A.
   c. Make copy of the Cashier Deposit slip for accounting.
   d. Attached receipt key deposit forms and receipt copies to the Cashier Deposit Slip and totaled and initialed cashier’s log and deliver to FMS Accounting.
   e. Deliver cash and Cashier Deposit Slip to Cashier Office and obtain cashier’s receipt.
   f. Deliver cashier’s receipts to FMS Accounting.

The FMS Accounting Department shall:

1. Receive the key deposit forms, receipt copies, totaled and initialed cashier’s log and the Cashier Deposit slip.
2. Attached the cashier’s receipt to the appropriate Cashier deposit slip when received.
3. Record the individual key deposit in the appropriate workbook, following the Key Accounting SOP for key deposits.
4. At the end of the month, obtain a copy of the Cash Receipt log for the transactions for the month.
5. Reconcile the Cash Receipts log to the general ledger.
6. Retain proof of reconciliation in the Key Deposit folder.

CASH RECEIVED THROUGH THE MAIL

When mail is opened and checks are received the Cash Collection Point Cashiers shall:

1. Immediately endorse all checks received.
2. Record the cash receipt in the Cash receipts log.
3. Deliver the check to the Accounting Department.
4. At the end of the month, total the cash receipts log and deliver to the Accounting Manager.

DEPOSITS OF CASH RECEIPTS

The deposit must be prepared by someone not involved in collecting the cash or opening the mail. The Depositor shall:
1. Verify the total cash received and initial on the cash receipts log.
2. Securely stored funds until deposited.
3. Ensure that receipts in excess of $500 are deposited within 24 hours of receipt; lesser amounts must be deposited within 72 hours of receipt.
4. Complete the University of Nevada, Reno Cashier Deposit slip correctly and identify the account to be credited.
5. Ensure that all funds received are deposited with the Cashier’s Office or with the UNR Foundation.
6. Receive the cash receipts documentation from the deposit and attach it to the other supporting documentation for the deposit.
7. Deliver the Supporting documentation to the recorder.

RECORDING THE TRANSACTION

The Recorder will receive the individual cash receipts, cash receipts log and deposit documentations. They shall update individual tracking records with the cash receipt. Tracking is done for cash receipts such as Key Deposits, Cell Site Revenue, Recycling Proceeds, Refunds, etc.

RECONCILER

The reconciler shall at the end of the month, obtain a copy of the Cash Receipt log for the transactions for the month and reconcile the Cash Receipts log to the general ledger. The reconciler initials and dates the log to indicate the reconciliation has been performed.

IMPLEMENTATION

The Manager, Administrative Services is responsible for the implementation of this SOP within area(s) of responsibility.

TRAINING

All Administrative Services personnel shall receive training by the Director, Administrative Services on this Cash Handling and Accounting SOP during the first month of employment. The Manager ensures regular review of and compliance with the SOP.

COMPLIANCE

Compliance with all UNR and FSD policies and procedures is required of each employee. Failure to comply with this SOP may result in disciplinary action as outlined in the Nevada
Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.