

SCHREINER UNIVERSITY CASH MANAGEMENT POLICY

PURPOSE

The purpose of this policy is to establish a standardized policy for the proper handling, accounting and safeguarding of University cash and cash equivalents. It is a framework for establishing internal control standards so that cash and cash equivalents collected are properly handled, recorded and safeguarded against fraud, theft, mishandling or loss of University funds.

SCOPE

This policy is a University policy that applies to all Schreiner University employees. The Controller is responsible for the oversight of this policy and the Vice President for Planning and Finance has administrative oversight of this policy.

Cash is defined to include coin, currency, checks, money orders and credit card. All departments that are authorized to accept cash or its equivalent have the responsibility of following proper cash handling procedures, consistent with this policy. Managers of any department collecting University funds are responsible for ensuring that this policy is followed and that there are adequate controls in place to properly secure the collection and deposit of funds.

POLICY

It is the policy of Schreiner University that the Controller is the designated custodian of all University funds. Cash and cash equivalents are safeguarded by the Controller and the staff of Financial Services. Therefore, whenever possible, cash should be received by Financial Services directly. Any department or employee of the University who receives cash on behalf of the University has the primary responsibility to immediately secure and document the receipt of those funds and forward them to Financial Services as soon as possible – no later than 8:30am the following business day unless other specific arrangements have been pre-arranged. All departments who collect funds may be subject to periodic, unannounced audits by the Financial Services Department Accounting personnel or External auditors. Departments that accept cash must document, establish, and periodically review cash handling roles and procedures. The appropriate internal controls are important to help ensure that all:

- Cash due to the University is collected
- Cash collected is properly and timely deposited
- Cash collected is classified correctly and recorded timely in the financial system
- Cash reconciliations are completed timely
- Cash reconciliations are reviewed and approved by the senior business officer or their delegate.

All Cash Handling personnel are responsible for following:

Separation of Cash Handling Responsibilities

Cash handling responsibilities are separated into three separate functions.

1. Cash Receipts handling (“cashier or receiver” hereinafter)
 - A specific person(s) is delegated the authority to receive cash.
 - A receipt must be given. (A pre-numbered receipt book is available at Financial Services, if needed)
 - All checks and money orders should be in U.S. dollars, drawn on a US bank, and made payable to “Schreiner University”
 - Checks received must be immediately endorsed with “Schreiner University For Deposit Only”
 - Cash Receipts Log
2. Cash Recording (recorder)
 - Recorded/posted in Jenzabar
3. Cash Reconciliation (“reconciler” hereinafter)
 - Reconcile Cash JZ end of day JZ report to actual Cash Received at end of day
 - Agree check log to bank remote deposit report
 - Reconcile the Cash Recording to the bank account monthly

Each of these functions must be performed by different individuals. No one individual may perform more than one function. If a department lacks the number of employees to accomplish the required separation of duties, it must either make prior arrangements with Financial Services to mitigate this shortcoming, or it must not receive cash on behalf of the University.

Safeguarding Cash

- Keep cash (including checks) in a locked and secure area until they can be deposited. Access to the area should be restricted to only designated individuals. The person handling the cash has the responsibility of Safeguarding the cash (including checks) while it is in their custody.
- Deposit checks daily or as soon as reasonably possible to lessen the exposure to theft or loss of funds. Coordinate with Financial Services.
- If there is an immediate security threat or risk, call 911.
 - For non-immediate security questions or concerns, call Campus Security at 830-792-1111

Reimbursements for Petty Cash

1. Requests for reimbursements for University approved expenditures up to \$300.00 are to be completed on a (Petty Cash Voucher), accompanied by the original receipt(s), and reviewed and approved by an authorized signer from the appropriate Approval Track.
2. Reimbursements should be submitted to the Financial Services-Accounting Office no later than one week from the date of the earliest attached receipt. Reimbursement requests that do not adhere to the Schreiner University Expense Reimbursements Accountable Plan will not be accepted.
3. A validated copy of the Petty Cash Voucher, along with the original receipt(s), becomes part of the daily balancing documentation in Financial Services.
4. University petty cash funds are prohibited from being used for making loans of any type.
5. Petty cash funds are also not to be used for the cashing of personal checks.
6. If reimbursement is being given at time of request, a picture ID and signature are required of the person receiving the funds
7. If petty cash is disbursed according to the Petty Cash Voucher but prior to the receipts being submitted, the amount is recorded on Staff A/R if receipts are not turned in within 1 week of disbursement. Prior arrangements can be made with Financial Services if there is travel delay to turn in receipts.