

## CASH HANDLING CONTROLS

### Operating Procedures

- All incoming monies must be acknowledged with a receipt. Money must be given to the Cashier's Office for processing within one business day. A three-part receipt form must be included to indicate where the funds should be deposited, the amount, date and a signature. We recommend including an adding machine tape or cash register tape with deposit.
- Monies must never be unattended. This applies to cash registers, desk tops, and cash drawers. If an employee leaves his or her work station for any reason, regardless of how briefly, cash must be appropriately secured in a locked place.
- Individuals must keep working cash funds to a minimum at all times. Excess funds must be deposited in the Cashier's Office.
- No money will be received from a student for in-class materials at any time at any location other than the Cashier's Office.
- Cash received must not be used for making change without a purchase, or for petty cash purposes. Expenditures or refunds cannot be made from cash receipts.
- Funds must be kept secured until deposited, overnight storage is prohibited; night drop boxes are available at the Cashier Office and the College Police Office on the Chula Vista Campus.
- Under no circumstances should an individual keep cash with their own personal funds, or take funds to one's home for safekeeping.
- Checks of all types received in-person or through the mail, should be restrictively endorsed immediately..... "For deposit only **Southwestern College**".
- Departments/student club advisors to whom tickets are issued will be responsible for the safeguarding of the tickets while in their custody. Within three days following the function the group must submit the money and a reconciliation of total receipts, total tickets sold and total unsold tickets to the cashier's office, including the return of all unused tickets and receipts for deposits collected. The funds collected must equal the ticket cost times the number of tickets sold or the variance must be explained. All theatre, music or dance tickets will be sold

through student accounts or box office, persons receiving complimentary tickets voucher must redeem the voucher for a complimentary ticket.

- Whenever funds are deposited with the Cashier's Office the department should compare the sums recorded by the cashier with the "revenue to the department in the general ledger". Discrepancies should be reconciled immediately.

## Cash Controls

### 1. Cashing of Personal Checks

Personal checks cannot be cashed from District funds.

### 2. Cash Handling/Night Drop Box/Safety

Cash is not to be retained on college premises in locations other than the Chula Vista campus Cashiers Office, and the College Police Department. Not more than \$2, 500 is to be retained in cash, and then only at time and locations approved by the Vice President of Business and Administrative Services.

### 3. Receipt of Money or Cash

Collection of district money is subject to strict audit procedures. Collections may be made only at the following locations, on receipts issued by the Cashiers Office.

- Bookstore (Chula Vista, National City, and Otay Mesa campuses) for college catalog sales.
- Cashiers Office (Chula Vista campus) for automotive repair, drop fees, enrollment fees, optional extra-curricular materials fees, testing fees, non-resident fees, class related fees, community service classes, excursions, workshops, special events, parking fees and fines, college events' admission tickets, ID cards, childcare fees, bus passes, and miscellaneous district and student collections.
- Theater Box Office (Chula Vista campus) for college events' admission tickets.
- Other off campus locations for occasional sales or catalogs and college publications or club sales as approved by the Financial Services Office.
- Horticulture (sales office) for plant sales.

Specific instructions and receipt books for these collections are issued by the Cashiers Office.

Pre-numbered receipts or cash register receipts shall be given for all money received by employees for the account of the District or the Associated Students. Money received must be deposited in the Cashiers Office within 24 hours. All

admission tickets, including complimentary tickets, for events with paid admission must be prenumbered and issued through the Cashiers Office.

#### **4. Cash Management Guidelines for Fund Raising**

Any activity involving the collection or receipt of money for fund raising shall have the prior, written approval of the vice president responsible for the activity.

The following district requirements for accountability apply:

- All money collected or received shall be deposited promptly in the appropriate district accounts.
- Any expenditure shall be approved and processed through recognized district accounting and budgeting procedures. There must be proper accounting detail to support each transaction. Using cash collected to pay expenditures directly is not permitted.
- When the activity has been approved by the appropriate vice president, the individuals responsible for the activity shall contact the Financial Services Office to determine the accounting procedures to be followed.
- The Vice President of Business and Administrative Services and the Director of Risk Management shall be contacted to determine if there is an issue of insurance or question of liability. The chair or supervisor of the department conducting the activity is required to see that all procedures are followed and shall be held accountable for compliance.
- Within one week following the conclusion of the event, the department chair or supervisor shall prepare a written report to the vice president of the originating division with a copy to the Accounting Supervisor, who will review and assist as needed with the accounting for the income and expenditures.
- There shall be no private accounts maintained involving district or district-related organization funds, except for foundations and organizations classified as "affiliated" under the district policy or district organizations.
- Any questions or concerns concerning fiscal accountability for an activity not addressed above should be forwarded to the Vice President of Business and Administrative Services.

#### **5. Fiscal Activities and Accounts of Associated Students**

The Associated Students of Southwestern College are authorized to receive, deposit and expend funds. Appropriations and expenditures shall be authorized jointly by the students and the Vice President of Student Affairs, or designee. Procedures shall be developed by the Associated Students for student authorization of expenditures.

Accounting for Associated Students financial activities shall be done by the District's Financial Services Office under the supervision of the Director of Financial Services. The method of collecting, depositing, and disbursing funds

shall be approved by the Vice President of Business and Administrative Services. The District auditor will include a statement of the financial condition of the Associated Student in the annual audit report.

#### **6. Petty Cash, emergency fund and Change Funds**

Small change funds may be established as a subsidiary of the Revolving Cash Account. Examples of needs are the sale of admission tickets at or prior to district events and sale of merchandise during district events. A petty cash fund may also be authorized for the convenient purchase of items under \$50 at a remote location.

##### **a. Change Funds**

A change fund may be issued only to a district employee other than a student, will sign accepting responsibility for the fund and for its prompt return following the event. The distribution of the fund will be at the request of the Student Accounts Office. The moneys will be in denominations suitable to the need and may be returned in any denomination.

The responsibility of the requestor of the funds begins with receipt of the fund and concludes with its return to the cashier. As part of the Revolving Cash Account, the change fund is also an imprest fund; there, accountability for the fund is the combined value of the cash and the tickets or merchandise sold. It is the responsibility of the requestor to see that proper procedures are followed to ensure that the integrity of the imprest fund is maintained.

When change funds are to be issued for the sale of paid admission to events, the tickets, including complimentary tickets, must be pre-numbered and issued concurrently with the change fund. At the conclusion of each event, a report shall be prepared by the Student Accounts Office or designee showing the amount of the change fund issued, the value of the merchandise or tickets issued, the amount of money returned for deposit, and the number of paid and complimentary tickets.

The emergency fund will be kept in the campus police building which will become the command center in case of emergency. As part of the Revolving Cash Account, the emergency fund is also an imprest fund; there, accountability for the fund is the combined value of the cash and the tickets or merchandise sold.

#### b. Petty Cash Funds

Since the change funds, emergency funds and petty cash are subsidiaries of the Revolving Cash Account, the same limitations apply to its use.

When a fund is used solely as an imprest fund to facilitate small purchases, the receipts will be submitted for reimbursement to the Revolving Cash Account at least month. The reimbursement request will include:

- The vendor's name
- Date of the expenditure
- Purpose of the expenditure
- Original receipt for the expenditure

#### 7. Theatre/Music/Dance Ticket Sales/Cashiering for Horticulture

The **School of Arts, Communications, and Social Science** is the sole ticket agency for all Southwestern college events, which take place at the Theatre.

- All sales collected will be entered into the ticket sales software including cash, checks and credit cards.
- A receipt must also be generated for funds received through U.S. mail or interoffice mail. Checks received in the mail or in person must be restrictively endorsed immediately...."For deposit only Southwestern College."
- All copies of any voided receipt form should be retained. Cashiers will be responsible for ticket reconciliation after each event.
- The system will track all sales and complimentary tickets, and will be balanced daily, a printout will remain with the daily totals. Deposits and posting to PeopleSoft will be made within 3 days.
- The ticket-printing system must be reconciled and balanced after each production. Box Office receipts will be balanced/closed out nightly and kept in the safe or night drop box. . Safe combinations should be changed whenever staffing changes occur among those that know the combination.
- Complimentary tickets vouchers will be exchanged for actual tickets.

Staff that want complimentary tickets need to request them from School of Arts, Communications, and Social Science/Box Office at least one day in advance if possible. The person to whom the tickets are issued is responsible for the safeguarding of the tickets while in their custody; complimentary tickets cannot be exchanged or returned. Complimentary tickets should be used prudently within the various groups to promote activities of the respective areas.

Advanced tickets may be issued to production staff and picked up at the School of Arts, Communications, and Social Science office. That staff member must bring the unsold ticket and/or money to School of Arts, Communications, and Social Science office within one day following the last performance. The funds collected must equal the ticket cost times the number of tickets sold or the variance must be explained.

The production contact should provide a list of company/crew members eligible to receive complimentary tickets, as well as any restrictions, which may pertain (e.g. number of tickets, performances).

Student ID cards allow admittance to Southwestern College events on campus at reduced rates.

Tickets are not refundable but may be exchanged for a later date.

Season ticket holders may exchange their series tickets for another performance of the same event up to 48 hours prior to the date printed on their tickets; there is no charge for season ticket exchanges.

Off campus events will be assigned a cashier for ticket sales at the event. Pre-sales can be made from the box office or School of Arts, Communications, and Social Science Office. Payments for expenses of any nature are not to be made from cash receipts. All money must be turned in to the School of Arts, Communications, and Social Science Office.

Departments/cashiers should ensure that appropriate security is provided when deposits are transported across campus or from off-campus sites.

#### b. Cashiering for Horticulture

##### Sales/Inventory Control

- The point of sale, register system must be used for every transaction.
- A register receipt must also be generated for funds received through U.S. mail or interoffice mail. Checks received in the mail or in person must be restrictively endorsed immediately...."For deposit only Southwestern College."
- The register receipt must be given to the customer.
- All donations of plant and plant materials require approval from VP of Business Services and will be recorded in the point of sale system.
- No credit cards shall be accepted.
- There will be \$100 change fund for use during daily sales.

- The register will track several departments e.g., flowers, plants, trees, as well as instructional inventory.
- Should the register malfunction; horticulture staff must notify the Cashiers Office immediately to receive direction on how to proceed.

#### End of Day Close Out

- Horticulture staff must balance and close the register every night per procedures issued by the Cashiers Officer.
- Horticulture staff must bring the current day's deposit intact to the Cashiers Office or night drop box daily with closeout report.
- After verifying the deposit amount, the cashier will send a deposit receipt to the department chair.

#### Further procedures that must always be followed:

- a. No employee shall ever cash a check.
- b. No funds shall ever be stored on a person.
- c. There shall be no sales made on account without a system receipt.
- d. No inventory shall leave the horticulture premises without payment in full and a receipt.
- e. Floral arrangements will be tracked and sold through the POS system; upon order, receipts will be placed on hold until payment is received.
- f. Payments for expenses of any nature are not to be made from cash receipts. All receipts must be turned in to the Cashiers Office daily.
- g. No money, cash or checks shall be received from a student for in-class materials at any time at any location other than the Cashiers Office.
- h. No horticulture employee shall conduct a sale unto themselves. Such sales must be handled by a second horticulture employee.

#### **8. Penalty for Dishonored Checks**

A penalty of \$10 per check will be assessed for checks returned by financial institutions.

#### **9. Student Payments for Classroom Supplies and Services**

The primary source of classroom supplies is the Southwestern College Bookstore. When it is not practical for the bookstore to stock supplies or materials needed for a class, another source will be arranged. Usually the instructor arranges for the purchase of these supplies through the Purchasing and Material Management Department and issues them directly to the students. The students pay for the supplies at the Cashiers Office and takes the receipt to the instructor and the instructor will mark the receipt as having been used.

The procedures used by each department are as follows:

a. Art Classes

Most supplies for art classes can be purchased at the bookstore. The Art Department will identify the materials that are not suited for sale in the bookstore. The Art Department will request the supplies through the Purchasing and Material Management Department and will stock them at the Art Department. The Art Department will notify the Cashiers Office that the supplies are ready for sale and the sale price to be charged. The students will pay the Cashiers Office for the materials and obtain a receipt. The student draws the supplies from the Art Department. The Art Department issuer of the supplies marks the receipt as having been used.

b. Auto Mechanics

The specialized nature of the auto mechanical and auto body parts used in the repair of privately owned vehicles makes the stocking of supplies impossible. Instead, there is an option for the student to bring the parts needed to complete the repairs or an estimating system is used. The instructor supervising the repair prepares a written estimate including: 1) all parts needed for the repair; 2) a description of all other expected costs; and 3) a total, including any applicable sales or other taxes. The estimate shall conform to all federal, state, and local laws governing auto repair. The student takes the estimate to the district cashier, pays 50 percent of the estimated cost of the repair, and obtains a receipt. The student returns the receipt and the estimate to the instructor. The work may then begin. When the work is completed, the instructor compares the actual invoices to the estimate and revises the estimate as necessary. The student returns the revised estimate to the district cashier and pays the balance. The cashier issues a receipt. The student returns the receipt to the instructor, who then releases the auto to the student.

c. Community Services Classes

Materials purchased for use in community services classes are very specialized and are not easily distributed through the bookstore. Because many of the classes are conducted at locations away from a campus, it is not practical in these instances to attempt to use a "shop card" system through the cashier.

When a community services class is scheduled, the staff prepare a planning sheet and determine if materials are required. If they are, one of the following distribution methods is used:

- 1) Class Fee Includes Materials Cost for Community Services Classes



Materials fees are collected with the enrollment payment. This method is used if the materials and costs are identified before the class begins and the course schedule indicates that the fee will be collected upon registration. The fee is determined by the instructor. The District collects the fee when the student registers. The Purchasing and Material Management Department pays the instructor for the materials fee as part of the instructor's contract.

2) Materials Fees Collected in Class for Community Services Classes

When the materials to be used cannot be determined accurately before the class begins, the fees may be collected by the instructor during the early class sessions. The instructor prepare a planning sheet detailing the cost of the course materials. The instructor purchases the materials needed by the students. The students pay the instructor and receive a receipt.

3) Materials Retained by the District for Community Services Classes

Materials, such as testing supplies, may be purchased by the District and issued to instructors by requisition. The cost of the materials is included in the community services fee. The requisition is charged to specific department.