

CASH HANDLING PROCEDURES

Southwestern Community College District (the District) cash handling procedures are segregated by risk and security. We have four levels of cash handling as follows:

- Armored car transport for HECs, Food Services and Bookstore as per schedule
- Safes at all locations handling cash with locked bags to be transported as needed with a minimum of weekly transports
- Campus police officers will transport cash from concessions to their safe or to the cashiering office
- Special events such as ASO tables and other campus cash collections on an ad hoc basis will be transported to the cashiering office by campus police or event treasurer

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 via Campus Police transport. A deposit 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 or for Campus Police transport.
- No money will be received from a student for in-class materials at any time at any location other than the Cashier's Office or any Higher Education Center.
- 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. 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. Following the function, the group must submit the money and reconciliation of total receipts via Campus Police transport.
- 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/Safety

Cash is not to be retained on college premises in locations other than the Chula Vista campus Cashiers Office, the College Police Department, and other offices as approved. 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 Financial Affairs.

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 Southwestern College district.

- Bookstore
- Cafeteria
- Cashiers Office
- Continuing Education
- Theater Box Office
- Other off campus HEC locations
- Horticulture

Specific instructions and receipt books for these collections are issued by 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 designee 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.

- The Vice President of Business and Financial Affairs 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 Financial Services Accountant, 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 Financial Services Department.

5. Financial 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 completed 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 at a remote location.

a. Change Funds

A change fund may be issued only to a district employee, a Trust, or Student Club designee and will sign accepting responsibility for the fund and for its

prompt return following the event. The monies 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 a holding account; therefore, 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 ensure that the integrity of the holding account is maintained.

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 a holding fund to facilitate small purchases, the receipts will be submitted for reimbursement to the Revolving Cash Account on a monthly basis. The reimbursement request will include:

- The vendor's name
- Date of the expenditure
- Purpose of the expenditure
- Original receipt for the expenditure
- Signature of budget officer approval

Further procedures that must always be followed:

- a. No employee shall ever cash a check for personal use.
- b. No District funds shall ever be stored on a person.
- c. There shall be no sales made on account without a system receipt.
- d. Payments for expenses of any nature are not to be made from cash receipts. All receipts must be turned in to the Cashiers Office.

7. Penalty for Dishonored Checks

A penalty of \$25 per check will be assessed for checks returned by financial institutions.