



Office of Fiscal Services

1. Purpose

The purpose of this announcement is to establish a clear statement on how all money collected by the District should be handled and to maintain strong internal controls and ensure segregation of duties.

2. General Policy

All money collected by the District is considered to be public money and will be handled according to District policy, best practices and applicable procedures.

3. Cash Management Procedures

Cash Collections

To ensure that a proper accounting of District funds occurs, all collections of cash on campus must be deposited with Vault Services no later than the morning of the subsequent business day.

1. A receipt must be issued at the point of initial collection for all cash received.
 1. Cash registers shall be used for all over-the-counter collections. Collections should be keyed into the register and each customer is to be provided with a register receipt. (See Education Code sections 72600 and 76065).
 2. If a cash register is not available, pre-numbered cash receipt forms should be used. The cash receipt form should include: the date received, customer's name, description of receipt, amount received, account(s) credited and payment type (cash, check or credit card). One copy must be given to the customer and the second copy maintained in a file.
2. Vault Services shall deposit cash collections on a daily basis. Deposits should be made within 24 hours of collection or by the next business day.

1. All deposits shall be logged on Vault Services cash deposit log and a triplicate cash receipt generated for each transaction.
2. All money received directly by the Vault Services shall be counted and batched each day and prepared for deposit. Cash management function will perform second review of all cash receipt documents and total cash each day.
3. Upon receipt of cash deposit bag, vault services will open tamper proof register bag and count total cash receipts in dual custody to ensure amount received matches amount on District Deposit Form. Void slip must be accounted for each sale/system void.
4. Verify that if cash received differs from register report by >\$20.00 there is a signature from receiving department manager.
 - a. If no signature, seek input of Fiscal Services manager.
5. After register deposit has been verified, record amount of total sales to appropriate revenue account/object code (note record amount of sales, not cash received) and tips to appropriate account/object code.
6. Record amount of cash over/short to appropriate account and object 5285 (cash short/over).
7. Prepare the deposit slip for Wells Fargo.

3. Collections made outside of Vault Services must be deposited daily. These collections include but are not limited to the Bookstore, Cafeteria, Market, ticket sales and other authorized collections.

1. At the end of each day or each shift (whichever occurs sooner), employee is to close out register and take close-out report (or register tape) and register drawer (including all tips) to assigned manager/lead.
 - a. Any sale or system voids must be accompanied by 'void slip', a written explanation by employee of circumstance, signed, dated and included in the register totals for the day.
2. Together, employee and assigned lead will count total cash.
3. Employee and assigned lead will complete and both sign deposit form indicating total sales (from register close out report), total tips, total cash received, and indicate any discrepancy between sales/tips total and cash received.
 - a. If discrepancy between sales and cash received is >\$20.00 depositing department management approval will be required before acceptance by Vault services.

4. Start-up cash (in amount indicated on District Deposit Form) is to be removed from total deposit and retained in register for next shift activity. (Start-up cash should be a fixed amount per drawer and is subject to random cash count by Fiscal Services).
5. Remaining cash, register report, and District deposit form will be placed into tamper-proof bag, sealed and signed by both employees.
6. Department will retain signed copies of register report, and District deposit form.
7. Daily deposit will consist of a tamper proof bags (contains cash deposit, District Deposit form, and register report all bearing dual signatures). Cash deposit bags will be retained in safe until Police services pick up cash daily for deposit into Vault services.
8. All deposits shall be logged on Vault Services cash deposit log and a triplicate cash receipt generated for each transaction.

Cash Reconciliation

At the end of each month, cash on hand shall be reconciled by comparing a physical count, cash deposit log, daily cash receipts, and general ledger accounts. All month-end reconciliation reports shall be forwarded to the Assistant Controller no later than the end of the second week for the previous month. Any discrepancies shall be immediately reported to the Assistant Controller/Controller with recommended corrective action.

Vault

Only Fiscal management and other assigned Fiscal/Vault Services employees as designated by the Assistant Controller/Controller are to enter into the Vault area. A log sheet will be maintained of everyone who enters the Vault area. The log shall provide the name of the individual, the individual's signature, date of entry, time in and out, and the purpose for access. At no time shall anyone be in the Vault except in the presence of at least one of the money room cashiers without the expressed written permission of the Fiscal Services management.

Internal Controls

1. No unauthorized personnel are allowed in the Vault at any time.
2. All cash collection amounts are to be pre-counted, deposited in tamper-proof bags, bearing 2 signatures before final count in the Vault. Pre-counts and final counts (deposits) shall be reconciled by Vault Services staff.
3. To ensure the integrity of the deposit, no employee shall operate an individual cash register and also be responsible for the day's final count and deposit.
4. Numbered receipts/parking passes/event tickets shall be stored in a secure location. A log book recording the inventory of numbered receipts on hand and staff signatures identifying who has been issued receipts shall be kept in the custody of Vault Services.

5. A minimum of two staff members are required to be in the Vault at all times. Lunches will be at predetermined time of 12:30PM-1:30PM daily to provide adequate coverage and security. Breaks will be staggered.
6. All cash balances will be verified through a physical count monthly and reconciled against daily deposit log, cash receipt documents, monthly bank statement and G/L account balances.