

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Cash Handling
Policy Number: 05.20.12
Issuing Authority: Office of Financial Affairs
Responsible Officer: Chief Financial Officer and Treasurer

Date Created: February 1, 2002
Date Last Amended/Reviewed: November 2017
Date Scheduled for Review: November 2022
Reviewing Office: Bursar's Office

Scope of Policy & Rationale:

This policy outlines the university rules and procedures for the proper handling of cash (as defined below), including the responsibilities of university employees in the cash handling process. These rules and procedures are intended to maximize the university's cash flow and aid in preventing and/or detecting cash loss.

Definitions

1. "Cash" is defined as a payment of immediately available funds for goods or services or a gift or contribution to the university that is received in any of the following forms:
 - Currency (including coins)
 - Check (paper checks or electronic check debit)
 - Certified check
 - Money order
 - Travelers check
 - Electronic funds transfer
 - Credit card transaction¹
 - Debit card transaction¹
2. "Deposit" is defined as surrender to the appropriate Bursar's Office, or in the case of credit or debit card payments, credit to the appropriate bank account as detailed in the Credit Card Acceptance and Handling policy (05.20.17). In the case of electronic funds transfers, departments must bring a completed treasurer's receipt to the appropriate Bursar's Office, which will enter the transaction into the university's accounting records.

¹ Also subject to the Credit Card Acceptance and Handling Policy.

3. "Externally sponsored agreement" is defined as an agreement for which a Principal Investigator or Project Director is responsible. It is funded by an entity outside of the university, centered around an organized activity or project and intended to produce a specific research, instruction or public service outcome.²
4. "Gift or contribution" is a charitable transfer of cash or other assets to the university, or cancellation of a liability of the university.

Policy Statement

1. University personnel who receive and/or deposit cash must properly safeguard the cash, deposit it timely (as described under "Procedures" below) into university accounts, and properly record the transaction(s). This policy also applies to all university personnel who handle cash during the processing of any transaction, or who retain, store and/or safeguard cash prior to its deposit with the appropriate Bursar's Office.
2. Only university employees are permitted to handle cash as defined under this policy and in accordance with the procedures outlined below.
3. All cash collected must be deposited with the appropriate Bursar's Office. Cash collected may not be used to make disbursements or refunds, and deductions may not be made to pay expenses, to put on reserve for small cash purchases, or for any other reason. For the Division of Student Affairs, and any other unit as approved in advance by the Bursar, when refunds of money collected for a specific event must be made in currency, these refunds may be made from the currency collected for that event. Cash collected may be kept in a safe for the purpose of making these refunds, but no more than the greater of 20% of the anticipated gross proceeds of the event or \$500. Under no circumstances may expenses be paid from this retained cash.

All approved payments to employees and vendors, except from petty cash funds, should be made by check, University payment card or electronic transfer to achieve and ensure adequate internal control over cash disbursements. Adequate internal control requires every transaction requiring a cash payment be verified, approved, and recorded before a check is issued.

4. The Bursar's Office petty cash policy governs the handling of all petty cash funds.
5. The university's Credit Card Acceptance and Handling policy (05.20.17) governs the handling of all credit card transactions.
6. Access to cash should be restricted. All cash must be safeguarded from fire and theft.
7. All checks should be made payable to "Temple University." All documents (brochures, order forms, etc.) should use this same language.

² An externally sponsored agreement may be either a payment for goods or services or a gift or contribution.

8. All bank accounts must be established by the Treasurer's Office. Only Treasurer's Office staff may establish a university bank account or deposit university funds into an unauthorized bank account.

Special Situations

It is understood that unique situations within individual departments may require exceptions to this policy. Any such exception must be included in a department's written procedures and must be approved by Internal Audits and the Chief Financial Officer.

It is also understood that unique situations within individual departments may require a limited and/or short-term exception to this policy. Such exceptions must be approved by Internal Audits and the Chief Financial Officer. All such exceptions must be restricted to specific dates or events and must be approved in advance of such dates or events.

Procedures

A. General Procedures

1. Cash, with the exception of credit or debit card payments deposited directly to the bank, should be taken directly by 3:30 p.m. daily to the Bursar's Office at the locations listed below for deposit into the appropriate university accounts. In cases where cash is received and maintained after regular office hours, the cash should be deposited at the Bursar's Office by 10:00 a.m. on the next business day. For gifts and contributions, see below.

Ambler Campus 101 West Hall
Center City 1515 Market Street, Second Floor
Dental Clinic Dental School, First Floor
Harrisburg 234 Strawberry Square
Health Sciences Center Kresge Building, First Floor
Main Campus Carnell Hall, First Floor
Podiatric Medicine 8th & Race Streets, 6th Floor, Business Office
Temple University Physicians' Practice Plan - Medical Research Building, 3420
North Broad Street

2. The Bursar's Office must handle cash in compliance with university policy and with internal Bursar's Office procedures.
3. All gifts and/or contributions not sent directly to the Office of Institutional Advancement, Gift Accounting and Administration must be immediately stamped with a restrictive endorsement and forwarded to the following address immediately upon receipt (#05.60.01, Gift Acceptance policy):

Temple University Office of Institutional Advancement
TASB, 1852 N. 10th Street
Philadelphia, PA 19122

The above procedure ensures the proper recording of gifts in the university's gift and accounting systems and also ensures that the donor will receive an official

acknowledgement receipt or statement in accordance with Internal Revenue Service (IRS) regulations on timeliness, substantiation and benefits disclosure.

4. For payments received on externally sponsored agreements, departments should deposit the monies with the appropriate Bursar's Office. The Bursar's Office will forward a copy of the receipt and documentation to Research Accounting Services. Questions about which accounts and/or centers to deposit these funds into should be addressed to Research Accounting Services.
5. A budget unit head, dean, or director must request that the Human Resources department perform a criminal background check and credit check before an employee is permitted to handle cash. There should be no outstanding or unexplained items resulting from these checks.

B. Departmental Procedures

1. All cash received by departments must be supported by appropriate documentation as listed below:
 - All in-person payments must be supported by two-part, pre-numbered receipt forms, which must be in consecutive order. Voided receipts must also be maintained.
 - All payments received through the mail must be supported by lists prepared by the mail opener, and supporting documentation as needed.
 - Credit card transactions must be supported by individual sales receipts and settlement printouts from the terminal. Refund transaction printouts must be maintained.
 - Ticket sales must be supported by unused tickets, torn stubs and reconciliation.
2. A department's supporting documentation must be appropriate for the cash collection activities in which it is engaged. These source documents should be organized in a manner that will facilitate the preparation of treasurer's receipts and ease the reconciliation by an independent source.

Immediately upon receipt, all checks and money orders should be restrictively endorsed "For Deposit Only to the Credit of Temple University" and include the departmental FOAPAL. Contact the Bursar's Office for instructions on ordering an endorsement stamp.

3. Personal/payroll checks will not be cashed for employees from income collections or petty cash funds.
4. Departments should not have more than \$500 in currency in an office overnight. Cash is to be deposited intact with the appropriate Bursar's Office by 3:30 p.m. on the day of receipt. It is suggested that a deposit or deposits be made earlier in the day if the cash accumulated by a department reaches \$3,000 or more. Departments should

call Campus Safety Services and request an escort when delivering large sums of cash to the Bursar's Office.

5. All deposits require a completed treasurer's receipt. The department should retain the pink copy of the treasurer's receipt. The white and yellow copies should be taken to the appropriate Bursar's Office when the deposit is made.
6. When depositing currency, the individual making the deposit must wait for the cashier to process the transaction. Once the deposit is completed, a validated Nelnet cashier's receipt must be given to the person who is making the deposit. The validated Nelnet cashier's receipt copy should be compared to the pink copy of the treasurer's receipt maintained by the depositing department for accuracy. Any discrepancies should be reported immediately to the appropriate Bursar's Office. The department should retain copies of treasurer's receipts and the Nelnet cashier's receipt for a period of three (3) years.
7. Restrictively endorsed checks must be dropped off and left at the appropriate Bursar's Office for processing. Copies of the validated Nelnet cashier's receipt and the treasurer's receipt will be returned to the department via university inter-office mail or e-mail.

Certain departments which have large or frequent deposits, such as Parking Services, may be authorized by the Bursar to count and reconcile collected cash, prepare their own deposits, and bring these deposits in pre-sealed bags to the appropriate Bursar's Office for transport to the depository bank or sent directly to the depository bank. These departments are responsible for maintaining documentation that verifies and substantiates their deposits. The departments must compare the daily cost center reports via Banner Finance to ensure proper credit. The bursar should be notified immediately of any discrepancies.

8. Departments with credit card swipe machines do not have to bring credit card receipts to the Bursar's Office for processing. However, departments must keep these receipts and the settlement forms from the card machines (not card holder information) for a period of 120 days. After 120 days, the data should be disposed of in accordance with the Credit Card Acceptance and Handling policy. Departments will receive an automatic credit to their designated FOAPAL once the University receives credit from the bank for these transactions. Departments should monitor their cost center reports on a daily basis through Banner Finance to verify that credit card transactions have been credited to their accounts. The daily settlement reports should be compared to the daily Banner Finance reports. The bursar should be notified immediately of any discrepancies.
9. Whenever departments find discrepancies or have questions about their deposits, they should contact the associate bursar, cashiering services at the main campus Bursar's Office.
10. Cash deposited with a treasurer's receipt may include a transaction description, which will be carried forward to the monthly cost center reports. Other descriptive data may also be included in the additional description field of the treasurer's receipt. The additional description won't show in Banner Finance.

11. Deposits in excess of \$500.00 to an expense account require approval by the General Accounting department before being brought to the Bursar's Office. For example, a deposit might be made when an expense reimbursement is received from an outside vendor.
12. Cash payments totaling more than \$10,000 requires reporting to the Internal Revenue Service (IRS) by the Bursar's Office. Departments accepting individual cash payments must verify the identity of the payer and contact the Bursar's Office before completing any such transaction.
13. Petty cash funds must be kept separate from other funds.
14. If cash received cannot be identified and/or applied to the appropriate FOAPAL account, the cash will be deposited in the unidentified check account (100000-67200-2189-06) and a copy of any remittance advice (check, money order, correspondence, etc.) will be forwarded to the main campus Bursar's Office, (Attention: Bursar's Head Cashier, mail-stop 040-13).
15. A department must immediately contact Campus Safety Services and the department of Internal Audits if monies are found missing, or if there is suspicion of theft, of diversion of funds, or that credit card information has been compromised.

C. Written Procedures

1. Each department that handles cash must have its own written procedures tailored to its specific organization. The departmental procedures should include, but are not limited to, the following:
 - a) Segregation of duties
 - b) Deposits
 - c) Forms control, including pre-numbered tickets/receipts
 - d) Reconciliations
 - e) Physical security
 - f) Cash register procedures (if applicable)
2. Each department must send its procedures to its cognizant vice president, who will review and approve the document.
3. For assistance in developing departmental procedures contact Internal Audits or the main campus Bursar's Office. The department's business manager and its cognizant vice president must approve the departmental procedures.
4. Departmental procedures should be reviewed, signed and dated by the budget unit head on an annual basis indicating compliance with this policy.

D. Segregation of Duties

1. Departments handling cash should separate, to the extent possible, all duties relating to cash handling. A system of checks and balances should be put in place in which tasks are performed by different individuals in order to assure adequate controls. For example, the same person should not collect cash from students or other payers, post receivables or credit other accounting records, prepare and make the deposit, and perform the Banner Finance report reconciliation.
2. It is the budget unit head's responsibility to ensure that any amount deposited with the appropriate Bursar's Office includes all monies received.
3. The budget unit head will contact the bursar with any questions regarding the development of or adequacy of mitigating controls. These controls will be subject to audit by Internal Audits. The budget unit head or his or her designee should perform reconciliations on a regular basis, but in any case not less than monthly. These reconciliations must compare all cash deposits with the monthly cost centers to ensure that all deposits are properly recorded. Proof of reconciliation must be maintained by the department and is subject to review.
4. The budget unit head or his or her designee should be an independent person who does not handle or have access to cash. He or she will verify that the original supporting detail records agree with deposits on the cost center reports. The validated cashier's receipt may not be the only supporting detail record.

E. Checks Returned by Depository Bank

1. Paper or electronic checks returned by the depository bank for non-sufficient funds (NSF), stop payments, closed accounts or accounts not found result in additional service fees to the university.

Students whose checks are returned to the university for any of the reasons above will be assessed a return check fee as set by the Bursar's Office. Students with two or more returned checks in a one-year period will no longer be permitted to present personal checks to the Bursar's Offices as a form of payment. Currency, certified checks, money orders or credit cards will be the only acceptable form of payment received from these students.

2. Each department is responsible, when appropriate, for collecting funds still owed to it when checks are returned for NSF, stop payment, or closed account. The department also should assess, when appropriate, a return check fee as set by the Bursar. It is also recommended that departments no longer accept checks from individuals or businesses with two or more returned checks in a one-year period, and that currency, certified checks, money orders or credit cards be the only acceptable form of payment from these individuals.

Notes

1. Dates of official enactment and amendments:

Approved by the President on January 22, 2002, with an effective date of February 1, 2002.

Amended by the President on October 7, 2002.

Amended by the President on November 8, 2006.

Updated November 2017.

2. History:

The October 7, 2002 amendment revised the Definition section with the addition of the terms "externally sponsored agreement" and "gift or contribution"; revised Section 3 of the Procedures section by replacing "Presidential Gift Policy 1-11" with "Board of Trustees Policy #05.60.01, Gift Acceptance Policy"; and revised Section 4 of the Procedures section by replacing "sponsored program grants and/or contracts" with "externally sponsored agreements" and by clarifying the names of the offices which receive all receipts and documentation regarding externally sponsored agreements.

The November 2017 revision made minor procedural and verbiage updates following review by the Office of the Bursar and Internal Audits.

3. Cross References/Appendix:

Gift Acceptance policy, #05.60.01

Credit Card Acceptance and Handling policy, #05.20.17

Petty Cash policy

E-Commerce policy