



Cash Handling Policy & Procedures



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POLICY - CASH COLLECTION AND DEPOSIT

Purpose

This section of the document defines and outlines University policy with respect to the handling, receiving, transporting and depositing of *cash*. The term *cash* includes currency, checks, money orders, negotiable instruments and charge card transactions.

University funds are monies received from tuition, room, board, fees, contracts, grants, *revenues* from University services, state and federal appropriations, gifts, deposits and all other sources of *revenue* or expense reimbursements. All checks made payable to the University or any subdivisions of the University are considered University funds.

Introduction

The collection and control of *cash* at Wittenberg University are very important functions. The Office of Student Accounts is the University's primary *cash* handling agent. Ideally, from a control perspective, the collection and controlling of *cash* should be centralized in one location; however it is not always possible or practical. As a result, under certain situations the collection of money is, in part, decentralized. Those situations and the procedures to be followed are explained in this document.

Historical practices shall not constitute justification for deviation from the following guidelines. The material contained in this document supersedes any previous policies and procedures followed within the University and/or within departments regarding the handling of *cash*. **The University Controller reserves the right to make interpretations and exceptions to the policies contained in this document.**

Changes in University *cash* handling policies and procedures may be made from time to time, and will be communicated via broadcast email. Amendments will be available electronically through Wittenberg's Website and will be effective on issuance.

Required Authorization to Collect Money

Before undertaking any new *cash* handling operation or activity, approval for the activity must be received from the Controller's Office. Once accounts are established, the department should contact Accounting Services and the Office of Student Accounts to demonstrate how this new operation or activity will be accounted for and how deposits will be made.

Segregation of Duties in Campus Departments

When at all possible, there must be a separation of duties between the person receiving/processing/depositing *cash* and the person responsible for maintaining the accounting records in which the *cash* will be deposited.

Cash receipt activity should be *reconciled* to the *Budget Statements* on a monthly basis. The reconciliation should be reviewed by someone independent of the *cash* handling or account ledger maintenance.

Responsibilities of Individual Departments

Compliance with University Policy & Procedures

Departments are responsible for complying with the policies and procedures outlined in this document and for developing detailed written departmental operating procedures. The Offices of Student Accounts and Accounting Services are available for consultation and review of departmental procedures. Departments are responsible for training designated employees in fund handling policies and procedures.

Historical practices shall not constitute justification for deviation from the policies and procedures set forth in this document.

Counterfeit Currency

All authorized *cash* handling personnel are responsible for exercising reasonable care in screening *cash* transactions for counterfeit currency. If a questionable bill is received, the department should retain possession of the bill and contact Campus Security immediately. Do not return the bill to the payer. For more information about recognizing counterfeit currency, please visit www.moneyfactory.gov

Safekeeping of Funds

All forms of *Cash* (currency, checks, money orders, negotiable instruments and charge card transactions) should be physically protected through the use of vaults, locked *cash* drawers, *cash* registers, locked metal boxes, etc.

It is the responsibility of each department to make whatever provisions are necessary to properly safeguard *cash* in their area. Generally, any amount of *cash* on hand that exceeds \$250 must be maintained in a vault or safe. In the event that a safe or vault is not available, *cash* in excess of \$250 along with an *Inter-Office Campus Deposit Form* must be dropped off at the Office of Student Accounts between regular office hours (Mon-Fri 8am-4pm). If outside regular office hours, deposits can be made at the 24-hour Campus Security Service Window (Located behind Recitation Hall) for safekeeping until retrieved by the Office of Student Accounts. Amounts under \$250 should be maintained in a file safe or reinforced lockable file cabinet. *Cash* should not be retained in desk drawers or standard file cabinets since they are easily accessible and provide no security or safeguarding of funds.

Transportation of *cash* deposits to the Office of Student Accounts by University employees should not conform to any regular time or day of the week schedule. Such transfers should be irregular, subject to change without notice, with times known only to a select few. Consult Campus Security and the Office of Student Accounts regarding arrangements for transfers of large *cash* amounts that occur on a regular basis.

Control Concepts

The following list of internal control questions will help you assess the *cash* controls in your area. Answer each question to assess your own departmental controls. At the end, review your answers for practices or controls which are not in effect. These represent internal control weaknesses. For each weakness, determine the risk it represents to your operation, whether there are mitigating controls and what action, if any, needs to be taken.

Cash Receipts, Revenue and Petty Cash

Segregation of Duties

- If practical, are the following responsibilities distributed among personnel so one person is not responsible for all aspects?
 - Opening mail?
 - Endorsing checks?
 - Preparing deposits?
 - *Reconciling to budget statements?*
- Are billing and collection duties distributed among personnel?

Safeguarding of Cash Items

- Are checks endorsed immediately upon receipt?
- Are *cash* items kept in a secure location until the time of deposit (e.g., safe, locked drawer, etc.)?
- Is access to credit card terminals and *cash* drawers restricted to authorized personnel?

Cash Receipt Processing

- Are deposits made daily and/or in compliance with the *Cash Handling Policies & Procedures* guideline?
- Are *cash* transactions recorded on a daily *cash* report and *reconciled* to daily deposits?
- Are processed credit card charges/credits handled properly and timely?
- Are sales forms, invoices and event tickets pre-numbered and accounted for to ensure all sales are billed and recorded?

Nature and Source of Revenue

- Are *revenue* sources properly classified?
- Are potential sponsored program *revenues* channeled through the Office of Advancement?

Petty Cash Fund

- Is access to the petty *cash* fund restricted to the petty *cash* custodian?
- Are petty *cash* disbursements made upon presentation of approved petty *cash* payout forms with supporting documentation (e.g., receipts)?
- Is the petty *cash* fund replenished frequently enough to ensure sufficient funds are available and expenses are charged to the proper fiscal year?
- Is the petty *cash* fund in agreement with the *general ledger*?

Departmental/Affiliated Organizations/Student Group Bank Accounts

University departments, Wittenberg-affiliated organizations, and student groups must use Wittenberg as a fiduciary for their funds. The use of outside bank accounts for the depositing and/or safekeeping of funds is strictly prohibited, regardless of the funding source. Any requests to deviate from this policy must be presented to the University Controller for proper authorization.

Fidelity Bond

All employees of the University are covered by a *blanket fidelity bond*. For further information contact the University Controller.

Requirements for Deposits

Frequency of Deposits

Deposits are to be made in a timely manner (see chart below) to facilitate proper posting of accounts and to insure the security of University funds.

All deposits are to be made at the Office of Student Accounts located on the 3rd floor of Recitation Hall. Deposits may be made at the Office of Student Accounts Monday - Friday between 8:00 a.m. and 4 p.m. All after-hour deposits must be made at the 24-hour Campus Security service window (located behind Recitation Hall).

Deposits must be routed directly from the department to the Office of Student Accounts or Campus Security service window. University funds for deposit must never be taken off campus. For information regarding transportation of deposits, see section - **How to Transport Deposits** (p.9).

CUMULATIVE RECEIPTS	<u>MINIMUM</u> FREQUENCY OF DEPOSIT TO OFFICE OF STUDENT ACCOUNTS*
UP TO \$249.99	WITHIN 3 BUSINESS DAYS
\$250.00 TO \$4,999.99	WITHIN 2 BUSINESS DAYS
\$5,000.00 TO \$9,999.99	NEXT DAY
\$10,000.00 OR MORE	SAME DAY
ANY SINGLE ITEM \$50,000.00 OR MORE	SAME DAY/IMMEDIATELY (OFFICE OF STUDENT ACCOUNTS WILL PREPARE FOR IMMEDIATE BANK DEPOSIT)**

* If a large portion of cumulative receipts on hand is comprised of currency, deposits should be made more frequently than outlined above.

** The University has contracted with our local financial institution to provide routine courier service for bank deposits. Occasionally, a deposit that contains high dollar amount checks (no cash) and received outside the normal courier schedule will be transported to the bank directly by the Controller Office Staff.

Deposit Forms & Supporting Paper Trail

Deposits should be made on a Wittenberg University *Inter-Office Campus Deposit Form* (available for pick-up from the Office of Student Accounts). This form is used to record, communicate and document deposits made by departments to *General Ledger* accounts.

All deposits that involve *cash* and/or multiple checks (3 or more) should be counted twice prior to being delivered to the Office of Student Accounts. In addition, an adding machine tape reflecting the deposit amount should be stapled to the deposit form to serve as a point of reference in case something does not match up. On the adding machine tape the *cash* should be sorted by denomination and any checks should be listed individually.

Money Deposited Intact

Money should be deposited promptly and *intact* to the Office of Student Accounts. Cashing checks from University deposits, borrowing *cash* for personal use, *lapping* receipts to cover shortages in *cash* receipts, withholding checks for deposit in order to float checks, commingling of personal and University funds, and modification of *cash* records are all serious offenses and will result in an immediate referral to Campus Security and Human Resources for proper disciplinary action and/or termination (refer to section IV of the University Staff Manual).

How to Transport Deposits

Care in transporting funds to the Office of Student Accounts must always be a high priority.

- Deposits containing 6 checks or fewer may be sent through campus mail.
- Deposits containing currency or more than 6 checks may never be sent by campus mail.
- Currency deposits should be hand-carried by a department representative to the Office of Student Accounts, or in special circumstances Campus Security may be contacted to help transport/accompany large deposits.
- Departments handling large deposits on a regular basis should contact Campus Security to schedule routine pick-up and transportation of deposits to the Office of Student Accounts.

What the Office of Student Accounts Does With the Departmental Deposits

If the deposit is hand delivered*, the Office of Student Accounts will count/validate the funds in the presence of the departmental representative. The Office will immediately compare the validated total to the amount on the *Inter-Office Deposit Form*. Any discrepancies must be *reconciled* at once before the deposit can be processed and applied to the departmental account.

***Departments with large cash transactions should contact Campus Security to request secure transportation of the deposit to the Office of Student Accounts.**

If the deposit is transported by Campus Security or via campus mail, the Office of Student Accounts personnel will open the transport bag or envelope and validate/process the deposit in a timely manner. Any discrepancies will be verified by both the Office of Student Accounts personnel and the office supervisor. Any overages or shortages will result in a

confirmation call to the originating department. Upon *reconciliation*, the deposit will be processed and applied to the departmental account. The Office of Student Accounts will send a transaction receipt back to the originating department.

While the Office of Student Accounts is processing the deposit they look at the following:

CHECKS

- They are *restrictively endorsed* (Deposit Only-Wittenberg University, etc..)
- Checks are not *stale-dated* or *post-dated*
- Checks should be made payable to "Wittenberg University" or if made payable to a person or program they are properly endorsed
- Written amount and numerical amount agree
- Payer's signature is not missing
- Checks are drawn on a U.S. bank and in U.S. funds

CASH

- Make sure the count is accurate
- Look for counterfeit currency
- Look for altered currency
- We do not accept foreign currency

INTER-OFFICE DEPOSIT FORM

- Check for mathematical accuracy
- Verify check & *cash* totals are listed properly
- Verify account number field is filled in
- Verify that the funds received equal the deposit form

Guidelines in the Event of a Robbery

The following guidelines are provided to help ensure staff safety and minimize loss to the University. Unnecessary risks should never be taken.

- Cooperate with robber. Avoid any confrontation and facilitate a rapid departure.
- Stay as calm as possible. Take no risks. Try not to panic or show any signs of anger or confusion.
- Make a mental note of any descriptive features or distinguishing marks on the robber, such as his/her clothing, hair color, eye color, scars, tattoos, etc. Touch nothing in areas where robbers were and note specific objects touched by robbers.
- If it is safe to observe, the direction the robber took should be determined. If possible, observe color and make of vehicle leaving the scene.
- Campus Security should be called as soon as it is safe.
- The robbery should not be discussed with anyone until Campus Security arrives.
- Cooperation with Campus Security is important.
- The victim should, above all else, remain calm and try to remember the details. Write them down. A form is provided (pg 10) to aid in recalling details.

At your department's request Campus Security will assist in devising specific procedures for your operation.

BE ALERT, BE OBSERVANT!!!

Features, which you can remember regarding the physical characteristics of suspicious persons or assailants, can greatly assist Campus Security in their apprehension.

HAT: (color, type, etc.) _____

HAIR: _____

EYES: _____

SCARS: (or marks) _____

SHIRT: _____

TIE: _____

COAT: _____

TROUSERS: _____

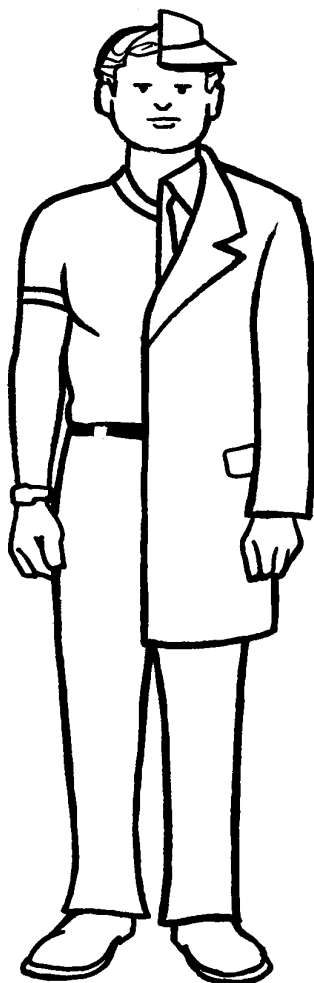
SHOES: _____

RACE: _____

SEX: _____

AGE: _____

WEIGHT: _____



DIRECTION OF ESCAPE: _____

METHOD OF ESCAPE: _____

FOOT ___ VEHICLE ___

VEHICLE LICENSE: _____

VEHICLE MAKE: _____

VEHICLE COLOR: _____

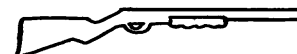
NUMBER OF SUSPECTS: _____

TYPE OF WEAPON: _____

HAND GUN



SHOT GUN



OTHER REMARKS: _____

CONTACT CAMPUS SECURITY AS QUICKLY AS POSSIBLE AFTER DEPARTURE OF SUSPECT(S)

PHONE NUMBERS:

On Campus

Emergency: 6363

Non-Emergency: 0

Off Campus

Emergency: 327-6363

Non-Emergency: 327-6231

RECEIPT AND COLLECTION OF CASH

Purpose

This section of the document summarizes the proper procedures to collect currency, checks and charges.

Methods to Record Cash Receipts

All *cash* handling personnel must maintain written examples of their *cash* balancing procedures.

Manual Processing

Incoming checks and currency must be recorded on a log, worksheet, ledger, or on pre-printed receipts for each transaction. The only exception to this would be in the case where pre-numbered tickets are sold.

Cash collected should be balanced on a daily basis to sales/income recorded (per the log or ticket copies). At day's end or as expeditiously as possible, the whole deposit is to be transported to the Office of Student Accounts for *validating & processing*. It will then be deposited to the bank and posted to the *General Ledger*. The appropriate copies of the validated receipts are then returned to the originating department for its files and for distribution as necessary.

Accountability over *cash* transactions within a department or at an event should be assigned to a specific individual or individuals so there is a means of establishing accountability. Sales proceeds during an event should be kept in a locked metal box or *cash* drawer at all times.

Check Acceptance

Checks are to be written payable to "Wittenberg University"; any other information on payee line is for the convenience of the department only and not necessary for proper credit or *validation*.

Payment by Check in Person

- Checks should have the customer/student information pre-printed on the face of the check.
- *Starter/blank checks* should not be accepted without approval of an authorized supervisor. Proper identification (Driver's License or University ID) must be presented and name, address and phone number must be noted on the face of the check before being approved by a supervisor.
- Payer must show some form of photo ID, such as University ID, Driver's License or state photo ID. The ID information should be written on the face of the check. University ID# for student, faculty or staff. Drivers license number or State ID number for non-University customers.

- The University Personnel receiving the funds is to initial the face of the check as evidence of personal responsibility for complying with all information and identification requirements.

Endorsement of Checks

All checks are to be *restrictively endorsed* to the University immediately upon receipt. This protects the check if lost or stolen.

The endorsement must include the following:

For Deposit Only
Wittenberg University
Department Name

The Federal Reserve has established a regulation to standardize check endorsements. All depositors' endorsements are limited to the top 1.5 inches on the backside of the check at the trailing edge. This is where endorsements are normally placed. If you look at the face of the check, the endorsement area is directly behind where "Pay to the Order of" is printed.

Any marks below the 1.5 inches on the check may obscure the bank routing number, cause delays in returning checks, and forfeit the University's right to recovery. The purpose of this regulation is to speed collection and returns. Failure to follow the above instructions may result in *charge-backs* to your department.

Limitations on Acceptance of Payments by Check

Departments are not authorized to return currency to the payer in the event that the check exceeds the amount due to the University. Payment by travelers check is the only time a department may return the difference between amount of travelers check and balance due to the payer. Departments may not accept *post-dated* checks. All checks received by a department must be deposited as outlined in **Requirements for Deposits** (p.7). Currency or checks received as a refundable deposit for goods or services may not be held in the department in lieu of depositing funds and later issuing refunds.

Returned Check Procedures

Any checks returned by Wittenberg University's *depository bank* as uncollected are sent to the Office of Student Accounts. Examples of returned checks include; non-sufficient funds (NSF), account closed, payer's signature missing, refer to maker and *post dated* or *stale dated* checks.

The Office of Student Accounts debits the originating department's account for the amount of the check. A copy of the transaction and the returned checks are mailed to the originating department for collection. It is the originating department's responsibility to notify the check writer and use due diligence to collect the amount of the check from the

payer. Generally, *restitution* should be in the form of currency, money order, cashiers check or certified check.

If after proper due diligence is performed and collection problems exist, the Office of Student Accounts may be consulted regarding returned items which remain uncollected after 90 days from the date of debit.

INCOMING WIRE TRANSFERS

Purpose

This section of the document defines and outlines University procedures regarding incoming *wire transfer* transactions. These transactions typically are U.S. Government funding or other special payments.

Wire Transfer Requirements

Accounting Services **must be contacted prior to the initiation of a wire transfer** to identify/match the transaction with the following information. A copy of the information regarding the wire must be sent to Accounting Services, Recitation Hall and should include:

- Source of wire (sender or bank).
- Any identifying code numbers (reference & verification).
- Date wire is expected.
- Amount of *wire transfer*.
- *General Ledger* Account Number that funds are to be deposited

All incoming wires should be directed to Wittenberg University's *Depository Bank* (Security National Bank) with instructions to the sender to include as much pertinent information on it as possible for identification purposes; i.e., for Tuition & Fee payment, the account name and number, for others - the Department name and company.

Wire transfers incur extraordinary bank fees and should be used only in special circumstances. Unidentified wires will be credited to the University's general fund account if they are not timely identified by a department.

VISA/MASTERCARD/AMERICAN EXPRESS/DISCOVER

Purpose

This section of the document defines and outlines University Policy with regard to the acceptance and handling of credit and debit card transactions.

Introduction

To accommodate customers wanting to pay by credit or debit card, authorized departments may accept Visa/MasterCard/AE/Discover payments. This process is consistent with other *cash* handling procedures, though some additional steps are required.

Departmental Responsibility

Charge card transactions are monetary transactions and therefore are subject to the same control and *reconciliation* policies as *cash* transactions. A daily accounting of receipts, from sales or deposits, should be balanced against these electronic transactions. They should then be deposited with any currency, coins, and checks at the Office of Student Accounts. Automatically, the actual funds for the charge card transactions are electronically deposited into the University's bank account and *reconciled* by Accounting Services.

All personnel authorized to accept credit and debit card payments must exercise reasonable care in screening transactions to reduce card misuse and loss of funds.

Procedures to Deposit and Report Credit and Debit Sales

- A *Batch Settlement report* consisting of an *Audit List and Card Summary* report must be printed at the end of each day. After balancing, the *batch* must be closed.
- Enclose the printed *Batch Settlement report* along with any other deposits and forward to the Office of Student Accounts.
- The card terminal will electronically remit daily totals directly to the bank.
- If a terminal is inoperative, credit card sales should be done manually using an imprinter. When the terminal is back in service, any document transactions must be entered. Debit card transactions cannot be done manually and later entered in the card terminal because the customer must be present to enter his/her pin number.
- *Charge-backs* and rejects of card transactions will be charged to the departmental account.
- Bank reports reflecting rejects and *charge-backs* will be sent to the originating department from Accounting Services.

Credit and Debit Card Deposit Requirements

Credit and debit card deposits should be made with the Office of Student Accounts no later than two days after any and all card transactions. This differs from the deposit requirements for currency or checks.

FOREIGN CHECKS

Purpose

This section of the document defines University policy on the acceptance and handling of foreign checks.

Introduction

Any check not drawn on a U.S. bank or which does not have a U.S. clearing bank listed on it is considered a foreign check even if the check is payable in U.S. funds. The Bank requires that foreign checks must be in excess of fifty U.S. Dollars (\$50.00), or the equivalent currency, before they will accept them for conversion processing.

Procedures to Record and Collect

- Separate foreign checks from other deposit documents and make a separate *Inter-Office Deposit Form* for each check. Deliver to the Office of Student Accounts for transmittal to the bank.
- The Office of Student Accounts will submit the check(s) to the bank for collection and will post the amount received to the department's account when the proceeds (U.S. dollars) are remitted back to the University. The collection process for foreign checks may take several weeks to complete.
- The actual proceeds (U.S. dollars) will be based on any bank collection charge and the exchange rate at the time the check is presented for collection.

CHARITABLE GIFTS

All charitable gifts to Wittenberg University are processed through the Office of Advancement. **Gift checks should never be deposited directly to the Office of Student Accounts.** Centralized depositing of charitable gifts ensures proper receipting and acknowledgement of donors. Without an official University receipt, the donor may not be able to take an IRS tax deduction for the gift amount. Donor information is recorded in a database for historical tracking of the donor's relationship to the University. Departments use this database in the generation of reports and acknowledgements.

GRANTS

All grants awarded to Wittenberg University are processed through the Controller's Office. **Grant checks should never be deposited directly to the Office of Student Accounts.** Centralized depositing of grants ensures proper accounting and tracking of the funds.

CHECK CASHING

Purpose

This section of the document outlines and defines University policy regarding check cashing privileges.

Check Cashing Requirements

- A maximum of \$50 in checks per person, per day, will be cashed by the Office of Student Accounts or the Student Center Service Desk.
- **Cashing of checks by departments is strictly prohibited under any circumstances. The Office of Student Accounts and the Student Center Service Desk are the only authorized check cashing facilities at the University.**
- Students must show their University Student ID when cashing checks.
- Students must print ID number and phone number on the face of the check.
- Faculty and staff must print ID number and Department name on the face of the check.
- Temporary employees and contract personnel are not eligible to *cash* checks.
- Checks to be cashed should be made payable to "*Cash*".
- *Second party checks* will be accepted if under \$50 limit, endorsed properly, and all pertinent information is listed on the front of the check.

Returned Checks

- Any check cashed at the Office of Student Accounts or Student Center Service Desk and returned by the bank is subject to a Service Charge of \$25.
- Immediate *restitution* by the employee or student for the returned check(s) and service fee(s) is required.
- Check cashing privileges will be permanently revoked after two checks have been returned by the bank or if *restitution* is not made immediately.

CHANGE FUNDS

Purpose

Change funds are made available to authorized *cash* handling personnel for the purpose of making change for currency sales and/or services.

Request and Authorization

A written check request is sent to Accounts Payable. The request identifies the departmental account number from which the funds will be debited, the amount of the request, and the purpose/use of the funds. A check is issued by the Accounts Payable Office to the requesting department. The department contacts Campus Security and requests them to provide courier service to Security National Bank to have the check converted into appropriate denominations. The department should have a University issued bank bag on hand for this transaction. (Bank bags can be made available at the Office of Student Accounts.) Departments should assign a *custodian* responsible for the accountability of these funds.

Custodian Responsibilities

- The *custodian* of the fund is fully responsible for the safekeeping of the fund and for its proper usage. The *custodian* must exercise caution in the administration and protection of the fund in his/her possession.
- The fund should be locked at all times and the key should be kept in the *custodian's* possession. At no time should the funds be left in unlocked desk drawers or cabinets.
- Any discrepancies in the fund are the responsibility of the *custodian*.
- Change funds must not be commingled with other funds or used for any other purpose.

Fund Restrictions

- The change fund is to be used only for making change in cashiering operations.
- The change fund cannot be used for expenditures.
- At the conclusion of its use, a change fund must be deposited back into the account from which it originated. Refer to **Deposit Requirements** (p. 8)

Loss of Funds

- Funds lost due to circumstances beyond the control of the *custodian* must be repaid from the department's funds or other available operating funds.
- In the case of burglary or theft, Campus Security should be notified immediately. See section on **Guidelines in the Event of Robbery** (p. 10).

GLOSSARY

All italicized words throughout the text appear in this glossary. This glossary attempts to define the following terms in the context of the Cash Handling Document.

batch number the number that is printed on a batch settlement tape from the credit and debit card terminal and is the unique identifier for that particular batch of transactions.

batch settlement the Audit List and Card Summary report that prints out when the credit and debit card terminal is closed at the end of the day or shift.

blanket fidelity bond insurance coverage against specified losses that occur from acts of dishonesty or defalcation by employees. This bond may be applied to persons or positions.

budget statement statement of accounting provided to each department that shows all of their account transactions (debit/credits) for a certain period of time.

cash term used in this document to include currency, checks, money orders, negotiable instruments and charge card transactions.

charge-backs term used to describe a debit to an account for a credit or debit card transaction.

custodian the employee that is solely responsible for a petty cash or change fund

depository bank the designated bank(s) to which Wittenberg University deposits all funds.

general ledger the name for the formal ledger containing all of the financial statement accounts. It has equal debits and credits as evidenced by the trial balance.

intact unchanged, remaining complete.

Inter-office deposit form used by a department to deposit funds at the Office of Student Accounts.

		
INTER-OFFICE DEPOSIT		
Date	_____	
Submitter name	_____	
Dept.	_____	
Acct # to be credited:	_____	

Check(s) total	_____	_____
Cash total	_____	_____
TOTAL DEPOSIT	_____	_____
Deposit purpose or source	_____	

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lapping concealing a shortage by delaying the recording of cash receipts.

post dated a date on a document or check which follows the date of actual initiation or execution.

reconcile to balance to a separately maintained set of data.

reconciliation a calculation that shows how one balance or figure is derived systematically from another.

restitution restoration of monies to its rightful owner (e.g. replacing an nsf check).

restrictively endorsed refers to affixing the signature, name and account number to whom the transaction is to be credited.

revenue the increase in assets or the decrease in liabilities during an accounting period, primarily from operating activities. This may include sales of products, rendering of services and earnings from interest, etc.

second party checks checks that are presented to the Office of Student Accounts or Student Center Service Window for cashing that are written by one individual or organization to another (payee) and cashed by the payee.

stale dated a check that is dated in the past, usually six months or more; or a check with instructions written on the face of the check, such as, "void after 90 days".

starter/blank checks checks that are issued with no pre-printed name, address or check number, usually issued when a new account is opened.

validating the process of imprinting information on a document, usually from a cash register.

validation the imprint placed on a document, usually from a cash register.

wire transfer monies that are transferred electronically from one financial institution to another.