

## **9.0 CASH COLLECTION PROCEDURES**

### **9.1 Campus Treasurer**

The CVCC President designates the Chief Financial Officer (CFO) as treasurer/custodian of College funds and is responsible for receiving and disbursing all institutional monies.

### **9.2 Externally Funded Grants and Contracts**

The College applies for and accepts only externally-funded grants and contracts that are related to its purpose statement. The President is authorized by the Alabama State Board of Education to accept grants on behalf of the College and to use these for the purposes designated insofar as these purposes are in keeping with the philosophy of the College and the policies and general guidelines of the Alabama State Board of Education.

### **9.3 Receipting of College Funds**

The Business Office serves as the primary location for the receipting of funds on campus. Limited cashing occurs at the switchboard and at the LRC for student change and the collection of LRC fines and fees. No other cash collections are to be performed on campus unless approved by the Chief Financial Officer.

Cash drawers are assigned to selected business office staff and to the switchboard and the LRC. Cash drawers in use are reconciled weekly, and daily during heavy cash collections during the registration periods.

All campus drawers are audited annually by the Payroll Accountant.

At times, manual receipts are necessary until the cash/check transaction can be entered into the AS400 software. When needed, pre-printed, consecutively numbered individual receipt books have been provided to the various campus cash collection functions. Campus procedures require functions to document financial transactions in the receipt books using a three-part color form system. CVCC requires the first white receipt copy be given to payee of funds, the second yellow copy to the college cashier to file with the deposit, and the third pink copy maintained in the individual receipt book for audit documentation. Receipt books will account for all consecutive numbers and any voids. The CFO will audit receipt books annually for completeness and compliance.

When manual receipts are issued for campus events, a [9.6A Campus Cash Receipts Summary Form](#) is due with the deposit. This is required audit documentation of manual cash collections on campus.

All cash transactions are required to be transmitted through the ALLIANT student receivables receipt entry software program (SR-RE). Money collected is required to be

reconciled to the cash receipts listing generated by the program (ex: cash deposit equals cash reported; checks deposited equals checks reports; credit card transactions equal credit card reported). Any shortages or overages are to be reported immediately to the CFO. Required documentation for all cash collections is to be filed in the monthly cash receipts book. The documentation supports the annual audit requirements of the State Examiners.

The required cash collections documentation includes:

- Reconciled cash receipts listing report
- Credit card receipts from the cash receipts report
- Check remittance copy for all funds received
- Payment source documentation  
(Ex: campus card machine receipts; LRC collections report)
- Bank certified deposit slip of monies deposit

The CFO and Payroll Accountant are the only staff to approve and perform voids. No voids are allowed to be performed by any other Business Office staff. All voids are to be approved and documented in cash receipts monthly reports.

The Restricted Accountant and the Accounting Clerk-Student Payables are authorized to adjust student accounts in their Title IV duties. All other student adjustments must be approved by the CFO. No adjustments are to be performed by any other Business Office staff.

The Restricted Accountant and CFO are responsible for reviewing and verifying the completeness and accuracy of all cash deposits and that they reconcile to the cash receipt listing reports. The review and written approval is required on all cash receipts reports. Approvals include verification of cash/check/credit card reconciliations; review of bank deposit slip with cash receipts report; review of all checks to be deposited; and review and documentation of all cash voids. After all deposits have been reviewed by the Restricted Accountant and CFO, they will place the cashier deposit in a secured bank bag in the vault until the deposit is taken to the bank.

LRC cash collections for fines and fees are summarized and presented to the head cashier in the Business Office for receipting into the College's books. A required [9.6A Campus Cash Receipts Summary Form](#) is required for each deposit.

Campus card cash collections will be performed by the Work Room employee on a weekly basis. Cash collected from the machines and the card system weekly summary report printed off the machines are both to be delivered to the head cashier for deposit. An AS400 cash receipt will be given to the Work Room employee who will file the receipt with the card system activity report. The Accounting Clerk - Student Payables reconciles the campus card machine meter collections each quarter to the general ledger cash deposited.

#### **9.4 Depositing of College Funds**

During heavy cash collections periods, such as registration, deposits are made daily. During slow cash collections periods, weekly deposits are made on Thursday.

After the deposits are verified by the Restricted Accountant or CFO, they are presented to the Work Room employee, who makes the actual bank deposits. Upon the Work Room employee's return to campus, he/she presents the bank bag and certified bank deposit slips to the head cashier for deposit verification and filing of the yellow slips in the monthly cash receipts book.

#### **9.5 Safeguarding of College Funds**

While in use, all cash drawers are secured. While employees are away, they are kept in locked drawers until their return. While cash drawers are not in use, they are kept in the Business Office's vault for safekeeping (except switchboard and LRC cash boxes which are secured in these areas).

Cash deposits are made regularly to limit the amount of cash held on campus. Deposits are made daily during heavy cash collections; and weekly during slow cash collections. The Business Office does not keep large amounts of funds on campus.

The Payroll Accountant performs monthly operations bank reconciliations on all deposits and all payable checks written. The Restricted Accountant performs monthly payroll bank reconciliations. The reconciliations are on file in the Business Office. All cash storages and overages are reviewed and investigated by the CFO. Material cash shortages are reported to the President.

The Business Office vault secures cash deposits not yet made, cash boxes and all unused College checks. The vault is only accessible to Business Office staff.

Blank campus checks will be stored in secured safe and checked out by CFO.

All investment instruments are kept in College vault. The investment accounts are reconciled monthly to ensure accurate general ledger records by the CFO.

The Payroll Accountant will provide an internal audit of selected cash receipt activities (ex: Coke and Lee vending vendors; campus card system; and other vendors as assigned by CFO).

## **9.6 College-Sponsored Student Events**

The cash collections for each College student event will be supervised by a College administrator, coach, or faculty/staff member.

A cash box not to exceed \$50 will be checked out from the College's head cashier prior to the event. The cashier will also provide pre-numbered tickets to be sold at the event. The supervisor of the event is responsible for all cash and pre-numbered tickets until returned to the College cashier.

A cashiering station will be initiated at the College-sponsored event with a minimum of one person cashiering and another collecting tickets. At small events, one person can serve as both cashier and ticket collector.

Pre-numbered tickets are to be sold and accounted for at all College-sponsored events where cash is to be collected. At the end of the event, the tickets sold and the cash collected should be reconciled for proper accounting of gate receipts. The cash box along with reconciled gate receipts and the remaining pre-numbered tickets will be promptly returned to the College cashier the following day of the event for deposit into the College's bank accounts. [9.3A Campus Manual Cash Receipts Summary Form](#) is required to be completed and submitted with cash collections at the end of the sponsored event.

Gate receipts are to be delivered to the College cashier intact. In no instances should cash be removed from the gate receipts to purchase or reimburse a College employee for the purchase of goods or services. All goods and services needed for an event are to be procured through the purchase order or petty cash procedures of the College.

The head cashier will collect the funds and present a receipt showing the account to which funds were credited. All student event cash collection documentation will be filed in the monthly cash receipts book for audit review.

## **9.7 Special Sales, Events, and Non-Credit Instruction**

The cash collections for special sales, events and non-credit instruction will be supervised by a College administrator, coach, or faculty/staff member. The supervisor is responsible for all cash collections and getting them to the College cashier on a weekly basis.

A [9.6A Campus Receipts Summary Form](#) is required to be completed and submitted with cash collections at the end of the activity. A cash drawer not to exceed \$50 will be used and dispersed for the event. The head cashier will collect all funds at the end and present a paid receipt and the account credited. All event transactions will be filed in monthly cash receipts book for audit compliance.

## **9.8 College Gifts and Bequests**

The CVCC President is authorized and designated by the State Board of Education to accept designated gifts and donations to the institution and to use these for the purpose designated insofar as these purposes are in keeping with the philosophy of the institution and the policies and general guidelines of the State Board of Education. The President shall report to the Chancellor and the State Board of Education annually, at the end of each fiscal year, all gifts and donations to the institution (State Board Policy 315.01 – Gifts and Bequests).

### **Related State Board Policies:**

<a href="#"><u>302.02</u></a>	<a href="#"><u>Treasurer</u></a>
<a href="#"><u>303.02</u></a>	<a href="#"><u>Returned Check Fee</u></a>
<a href="#"><u>307.01</u></a>	<a href="#"><u>Depositories</u></a>
<a href="#"><u>315.01</u></a>	<a href="#"><u>Gifts and Bequests</u></a>
<a href="#"><u>317.01</u></a>	<a href="#"><u>Cancellation of Uncollectible Debt</u></a>