Cash Handling

Developed by
The University of Texas at Dallas
Office of Budget and Finance
Purpose of this training

UT Dallas must follow state laws and UT System policies regarding the proper use of state and university resources. Of all resources, cash is one of the most liquid and easily misused, so UT Dallas requires this training of all employees involved in cash handling. All employees must have cash handling training before handling cash.

The UT Dallas Treasury Department has identified you as an employee involved in cash handling and has assigned you this training.

This training outlines the UT Dallas cash handling policy and the responsibilities of cash handlers. These procedures apply to all cash, checks, and gift cards, including petty cash and change funds.
It’s important!

Proper cash handling procedures help ensure that the university’s assets are protected.

It’s your responsibility to:

• Keep cash, checks and gift cards secured
• Properly prepare cash reports and deposits
• Accurately report sales and revenue
• Document overages/shortages
• Prevent losses and thefts
Keep cash, checks and gift cards secure.

When not in use, funds should be stored in a:
- Safe
- Locked drawer or register
- Locked box

If temporarily stored in an unlocked box or drawer, the cash/checks should never be left unattended.

Cash handling areas should be:
- Behind a locked door
- Secure in a way that prevents unauthorized entry

Keys and combinations should be:
- Only given to authorized employees
- Kept in a secure place
Cash

Departments that receive cash must keep a permanent record of all incoming cash.

• This record can be in the form of a receipt book, cash register report, or a spreadsheet.

• Make sure that the funds are recorded on the receipt correctly by reconciling cash to receipts at the end of each day.
Checks

Departments that receive checks must:

• Keep a permanent record of all incoming checks. This can be in the form of a receipt book, cash register report, or a spreadsheet.

• Ensure the person who originally receives the check is the person who logs it into the permanent record.

• Only accept checks payable to The University of Texas at Dallas.

• Ensure all checks are restrictively endorsed on the back with “For Deposit Only” immediately upon receipt. A restrictive endorsement prevents the check from being used in any way other than being deposited.
Transfer funds correctly

When funds are transferred from one person to another (even for a short period of time):

- Count the funds in the presence of both people.
- Record the amount on a receipt or transfer form.
- Both people must sign the receipt.
Deposits

<table>
<thead>
<tr>
<th>If you receive...</th>
<th>Deposit your cash/checks...</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200 or more per day</td>
<td>Daily</td>
</tr>
<tr>
<td>Less than $200 per day</td>
<td>Twice per week</td>
</tr>
</tbody>
</table>

- Checks requiring additional research should be photocopied without delay of the deposit.

- Transfers of deposits on campus should be in tamper proof bags and transport made by campus police. Exceptions based on dollar limits or locations may be established and approved by the Chief Business Officer (Vice President for Budget and Finance).

- All transfers made off-campus shall be made by contracted armored transport, secure transport, campus police, or security personnel. Written exceptions may be approved by the Chief Business Officer.
Prepare cash reports and deposits

Each cash handler is required to prepare a daily cash report.

The cash report must:
- Reconcile the cash to receipts/tickets
- Account for overages and shortages.

Each cash report must be verified by someone else in the department. The verifier (record-keeper) will prepare a consolidated cash report and departmental deposit form.

Important!
The verifier and cash handler should be two different people. One person should never do the work of both roles.
Overages/shortages

Cash overages and shortages must always be:

• Accounted for immediately and reflected on that day’s deposit report
• Posted to the cash over/short financial account
• Reported to the Treasury Department if $25 or more in a single incident or in aggregate during a one-month period

Losses involving possible theft or burglary must be reported immediately upon discovery to:

• The department head
• The Treasury Department
• University Police if the loss or theft happens outside of regular business hours.
Supervisor responsibilities

The supervisor should:

• Review all cash handling documents prepared by departmental cash handlers.
• Promptly investigate anything that appears questionable.
• Monitor and evaluate the departments normal levels of incoming cash.
• Carefully review departmental records if the amount of incoming cash drops below the normal levels unexpectedly or without an apparent reason.
• Ask the Treasury Department for help when needed.

The department head should:

• Assign a person outside the cash handling area to reconcile departmental deposits to the cash reports and to the general ledger.
• Ensure employees receive cash handling training and complete annual training.
Keep written cash handling procedures.

Each department that accepts cash/checks is required to:

- Develop and maintain written departmental cash handling procedures, which must comply with UT Dallas policies
- Submit these procedures to the UT Dallas Treasury Department

Need help developing cash handling procedures?
Contact the Treasury Department at FMS-Treasury@utdallas.edu
Prevent theft...

Segregate responsibilities

Make sure two different people perform these functions:

• Cash handling/collection
• Verification (record-keeping)

If it’s not practical to separate these duties because the department is too small:

• Supervisors who do not handle cash should verify the funds (do the record-keeping)
Remember!

- Cash handlers must obtain and successfully complete cash handling training prior to assumption of cash handling duties and then on an annual basis thereafter.

- Cash and assets shall never be left unsecured or unattended.

- A departmental check log should be used for the purpose of maintaining a permanent record of incoming checks.

- Monetary gifts or contributions must be delivered to and recorded by the Office of Development within one business day.

- Cash receipts must be deposited daily if receipts are $200 or more, and deposits must be made twice per week even if accumulation is less than $200.

- Cash overages and shortages must be accounted for immediately and reflected on that day’s deposit report.

- Losses should be reported to the Treasury Department immediately.
If you see a violation of our cash handling policy, report it.

• Tell your supervisor
• Ask the Treasury Department
• Call the Compliance Hotline (24 hours, anonymous)
• 888-228-7707
• www.utdallas.edu/hotline
For more information

Training resources are available for review on the UT Dallas Office of Institutional Equity and Compliance website.

If you have questions, please contact:
• Treasury Department
• 972-883-6231
• FMS-Treasury@utdallas.edu
• Campus location: AD 3.402

Policies
• UT Dallas cash handling policy: UTDBP3040
• UT System cash handling policy: UTS 166