

UC Davis Policy and Procedure Manual

Chapter 330, Financial Management and Services

Section 55, Departmental Cashiering Operations—Policy Overview

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Responsible Department: Accounting and Financial Services

Source Document: Business and Finance Bulletin BUS-49, Policy for Handling Cash and Cash Equivalents

I. Departmental Cashiering Operations Policy and Procedures

330-55, Policy Overview

330-56, Definitions

330-57, Cash Collections

330-58, Cash Deposits

330-59, Cashiering Equipment and Physical Security

330-60, Accounting and Financial Services and Internal Audit Services Responsibilities--Cash and Cash Equivalents

II. Purpose

This section describes departmental responsibilities for handling and processing cash and cash equivalents and central campus administrative departments' responsibilities related to cashiering. Its purpose is to ensure that cash and cash equivalents are protected, accurately processed, and properly reported. Key objectives of this section are:

A. Accountability (see Sections 330-57 and 330-58)

1. Ensure that documentation exists so that employees involved in the process of handling cash and cash equivalents can be held responsible in fulfilling their duties.
2. Accountability is present when the following three areas are addressed:
 - a. Knowing who has had access to, and why they have access to, cash and cash equivalents;
 - b. Knowing where cash and cash equivalents are at all times; and
 - c. Knowing what has occurred from the beginning of a cash handling process to the end of the process.
3. Ensure deposits are made and reported in a complete, accurate, and timely manner.

B. Separation of duties (see Sections 330-57 and 330-58)

Ensure that more than one qualified person is involved in the key activities related to the collection, handling, depositing, and accounting processes.

C. Physical security (see Section 330-59)

1. Ensure that employees involved in the handling of cash and cash equivalents are protected from physical harm.
2. Ensure that cash and cash equivalents are protected from loss.

- D. Reconciliation of accounts (see Section 330-60)
 - 1. Provide assurance that the amounts reported as being deposited were deposited into University bank accounts.
 - 2. Provide assurance that general ledger balances are accurate.

III. Bank Accounts

Only the Treasurer's Office in the Office of the President has the authority to open or make changes to official University of California bank accounts (see Section 330-43).

- A. Any accounts not established by the Treasurer must be immediately brought to the attention of the Campus Cashier Coordinator.
- B. Requests for opening, making changes to, or closing bank accounts must be made by the Campus Cashier Coordinator.

IV. Applicants for Employment

The handling of cash represents an area of high risk to the University. Management must ascertain that employees, including floater, limited, and student employees, have the background to accept responsibility for handling University cash and cash equivalents. Each department business officer is responsible for arranging the appropriate verifications when critical positions exist, or when employee turnover takes place in an existing critical position. (Refer to Personnel Policies for Staff Members Policy 21 and UCD Procedure 21 and to the UCD Background Check Implementing Guidelines.)

- A. The employment history of a prospective cashiering employee must be verified by the hiring department prior to making a formal employment offer to the applicant.
- B. All prospective cashiering employees must be fingerprinted and a background check for criminal convictions must be conducted by the UCD Police Department to ensure insurability. Records to substantiate that a cashiering employee has been fingerprinted and that a background check has been performed must be maintained on file in the UCD Police Department.
- C. Continuing insurability is a condition for retaining cash handling responsibilities.
 - 1. If it becomes known to the University that an employee is subsequently convicted of a crime while employed in a cashiering station, the conviction must be reported to Risk Management Services.
 - 2. If insurability cannot be maintained, the employee must be transferred to a non-cash handling position or terminated if no position is available.
- D. If other procedures are deemed necessary given the circumstances, contact Employee & Labor Relations.

V. Forms and Supplies

- A. Official endorsement stamps are available at Central Storehouse, Calcode 72161-106.
- B. Cash Receipt for Departmental Sales, Form D-14, Calcode 71461-137.

- C. Subcashiering Station Statement of Cash Collections and Receipts Issued, Calcode 71461-135.
- D. Cashiering Station Cash Accountability Transfer Receipt, Form D1619, Calcode 71461-247.
- E. For cash/security bags, contact the Main Cashier's Office.

VI. References and Related Policies

- A. UC Business & Finance Bulletin BUS-49, Policy for Handling Cash and Cash Equivalents (<http://www.ucop.edu/ucophome/policies/bfb/bus49.html>).
- B. UC Business & Finance Bulletin G-29, Whistleblower Policy and Whistleblower Protection Policy (<http://www.ucop.edu/ucophome/coordrev/policy/10-04-02retaliation.pdf>)
- C. Personnel Policies for Staff Members Policy 21 (http://atyourservice.ucop.edu/employees/policies/staff_policies/spp21.html) and UCD Procedure 21 (<http://manuals.ucdavis.edu/spp/spp21.htm>), Appointment.
- D. UCD Background Check Implementing Guidelines (<http://www.hr.ucdavis.edu/Pubs/All/Backgrounds>).
- E. UCD Policy & Procedure Manual (<http://manuals.ucdavis.edu/ppm/welcome.htm>):
 - 1. Section 270-45, Ticket Sales.
 - 2. Section 330-11, Departmental Financial Administrative Controls and Separation of Duties.
 - 3. Section 330-43, Official University Bank Accounts.
 - 4. Section 330-46, Cashiering Change Funds.
 - 5. Section 330-95, Misuse of University Resources.
 - 6. Section 350-85, Loss of or Damage to University Property.
 - 7. Section 360-35, Security Alarms.
 - 8. Section 380-17, Improper Governmental Activities.
- F. UCDHS Hospital Policies & Procedures Manual Section 1856, Check Cashing (<http://intranet.ucdmc.ucdavis.edu/policies/hosp/1856.htm>).