Org # Dept/Subdept #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash Handling Service Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address of Cash Handling Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Required Separation of Duties

### Roles/Responsibilities

**Departmental Cash Handling Role Administrator** (required)

* Maintain timely, accurate & effective communication with all local cash handling control managers in the department.
* Update cash handling roles for all payment receipt locations at the sub-department level in a timely and accurate manner.
* If role overlap is necessary, we strongly recommend that it is limited to only the *Local Cash Handling Control Manager* *&* *Cash Collection Point Supervisor*.

**Local Cash Handling Control Manager** (required)

* Maintain strong internal controls for payment collections at the payment receipt location level and safeguarding against loss.
* Annually or when staff roles change, review local cash handling procedures and update as needed. At minimum, resubmits procedures every 3 years to AFR for approval.
* Notify the Departmental Cash Handling Role Administrator of changes in roles.
* No overlap in roles except with *Departmental Cash Handling Role Administrator &* Cash Collection Point Supervisor.

**Biller** (optional)

* Create and send invoices.
* Record sales.
* Update the accounts receivable system.
* No overlap in roles except with Reconciler.

**The Biller cannot have access to the cash at any point in the process, i.e., cash drawer, cash box, or safe.**

**Cash Collection Point Cashier** (required)

* Conduct cash transactions with customers.
* Provide a receipt to customer paying in person.
* Endorse all checks immediately upon receipt with a restrictive University of Iowa endorsement.
* Enter transactions into accounts receivable system, cash register or cash receipt journal/log.
* Count the cash and submit the cash & supporting documentation to the Cash Collection Point Supervisor at the end of their shift.
* Exercise reasonable care in screening cash transactions for counterfeit currency.
* No overlap in roles except with *Deposit Preparer*.

**Cash Collection Point Supervisor** (optional)

* Monitor cash receipting functions.
* Authorize various transactions, such as refunds, voids, and cash drawer reconciliations.
* Exercise reasonable care in screening cash transactions for counterfeit currency.
* No overlap in roles except with *Departmental Cash Handling Role Administrator & Local Cash Handling Control Manager*.

**Deposit Preparer** (required)

* Retrieve & count cash receipts from the business day.
* Exercise reasonable care in screening cash transactions for counterfeit currency.
* Prepare the deposit.
* Store the cash in a secure location until it is deposited.
* Deliver deposit to the bank or designated deposit drop location.
* Submit accounting information through the eDeposit system within three working days of the bank deposit (this includes the eDeposit for credit card receipts)
* Deliver each validated deposit slip/eDeposit form to the Reconciler.
* No overlap in roles except with *Cash Collection Point Cashier*.

**Reconciler** (required)

* Verify that the Deposit Preparer has deposited all cash received.
* Reconcile eDeposit transactions to the supporting documentation and to the Transaction Detail Report (TDR).
* No overlap in roles except Biller.

**The Reconciler cannot have access to the cash at any point in the process, i.e., cash drawer, cash box, or safe.**

**Units should be aware that at any time, internal or external auditors**

**may visit cash handling units to perform unannounced cash observations or cash counts.**

### Role Assignment

### Enter the name and title of the individual serving in each role and their backup. If roles are shared between multiple individuals as part of recurring or regular work assignments, all individuals who serve in these roles must be included.

### Role Individual Name and Title

**Departmental Cash Handling**

**Role Administrator** (Auto Populated in Inst Roles)

**Cash Handling Control Manager** (required) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Biller** (optional) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Backup \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cash Collection Point Cashier** (required) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Backup \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cash Collection Point Supervisor** (optional) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Backup \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deposit Preparer** (required) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Backup \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reconciler** (required) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Backup \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*If a backup is not identified for the required roles of Cash Collection Point Cashier, Deposit Preparer, or Reconciler please explain the temporary procedures used in the case of absences.*

1. **Securing Cash and Cash Equivalents**

Access to the cash, cash equivalents, safe, cash box and cash drawer must be limited to **only** the following personnel:

**Cash Handling Control Manager** (required)

**Cash Collection Point Cashier** (required)

**Cash Collection Point Supervisor** (optional)

**Deposit Preparer** (required)

Access to cash handling and storage areas should be physically restricted to authorized personnel. Where possible, cash deposit preparation areas should be both physically and visually restricted to authorized personnel.

A safe is preferred for storage of the cash and cash equivalents, including the change fund, daily receipts until deposit, and cash advances. Alternatively, where the purchase of a safe does not appear feasible, cash and cash equivalents must be stored in a locked cash box and placed in a locked drawer.

Cash and cash equivalents should remain locked when not in use. The cash box procedures, including management of the keys and access, must be documented below. Safe combinations should be changed on a regular basis, at least annually and when someone who knows the combination leaves the unit. Keys to safes, cash boxes and safe combinations need to be kept in a secure, confidential place.

Units that do not have a safe should reevaluate regularly, at least quarterly, whether or not the purchase of a safe for overnight cash storage is justified.

1. **Information on securing cash and cash equivalents**
2. During the day, where are the cash/equivalents stored and in what? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Who** has access to the cash/equivalents during the day? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and Title)

1. After-hours, where are the cash/equivalents stored and in what? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Who** has access to the cash/equivalents after-hours? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and title)

### Cash Receipt Procedures

All transactions are to be recorded in a cash register or a cash receipt journal/log at the point of collection. If a cash register is used, develop operating procedures to be used for cashier training. Keep a copy of the procedures at each cash register for quick referral.

At the beginning of each designated "shift" the Cashier will ask the Cash Collection Point Supervisor to retrieve the locked register drawer/cash bag containing the approved change fund advance from the secure location. The Cashier should count the beginning till money to verify accuracy. If there are multiple cashiers on the same shift, each person must have their own cash drawer and cash receipts book.

**Counterfeit Currency**

All authorized cash handling units 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 the University Police immediately. Do not return the bill to the payer. The document below describes security measures within the currency. Counterfeit detection tools, such as currency scanner, pen, and ultra-violet light, are consideration for preventing acceptance of counterfeit currency.

[](file:///%5C%5Ciowa.uiowa.edu%5Cshared%5CFO%5Cdata%5CController%5CAccounting_Svcs%5Ccashhandling%5CForms%20and%20templates%5CKnowYourMoneyApril08.pdf)

#### Procedures for Cash or Checks received in person or through the mail

* For cash and checks received in person, the customer should be presented with a pre-numbered receipt form with a duplicate record to be retained by the unit. Staff must account for all pre-numbered receipts.
* All checks must be endorsed immediately with a restrictive endorsement containing the elements of: “For deposit only, University of Iowa, Department of \_\_\_\_\_\_\_\_\_\_”. You can use a stamp with this message or it can be handwritten.
* Enter all cash and checks received into an approved accounts receivable system, cash register, or a cash receipt journal/log.
* Checks cannot be cashed by cash collection points (i.e. customer’s personal checks, paychecks, or customer’s third-party reimbursement checks).
1. Are checks immediately endorsed with a restrictive endorsement? Yes No Not Applicable

Restrictive endorsement used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Describe the procedure for use of accounts receivable system, cash register or cash receipt journal/log.
2. Is a pre-numbered receipt presented to the customer? Yes No Not Applicable

If No or Not Applicable, please describe why

#### Procedures for voids and refunds

* All voided transactions and refunds are to be approved and initialed by the Cash Collection Point Supervisor.
1. Does the department process voids and refunds? Yes No

If yes, describe the procedure, including who approves:

**Procedures for Cashier’s end-of-shift (if applicable**)

* The Cash Collection Point Supervisor will run the cash register “totals report” (usually called a “Z” or “ZZ” report). This will close the day’s activity and reset the register. If another shift will be used on the cash register, then a subtotal report would be more appropriate (usually called an “X” report).
* The Cashier will count down the drawer back to the original till/change fund amount and prepare a “Cash Drawer Reconciliation.” (the template can be used or a similar document). The Cashier must report all unresolved cash receipt variances to the Supervisor. Discrepancies (overages and shortages) will be tracked and reported to the Director/Dean for your unit on a monthly basis.
* The Cash Collection Point Supervisor will review and verify the “Cash Drawer Reconciliation,” including the till money count, retained for the next day change fund. The “Cash Drawer Reconciliation,” “ZZ” report, and other supporting documentation are to be retained by the Cash Collection Point Supervisor.
* The cash receipts will either be given to the Deposit Preparer for immediate deposit preparation or if applicable to the UI policy, will be secured in a designated location by the Cash Collection Point Supervisor, until it can be prepared for deposit.
* A copy of the “Cash Drawer Reconciliation” will be provided to the Reconciler. Only the cash, checks and credit card receipts, if applicable, should be provided to the Deposit Preparer.
1. Describe procedures used for cashier’s end of shift.
2. Collection procedures and supply list for periods of electronic “down time” “.

## Cash Depositing

### Procedure for deposit preparation

* Count money and prepare preprinted bank deposit slip (obtain deposit slips from Treasury Operations).
* Submit all deposit accounting information through the eDeposit online system. The eDeposit should be completed within three business days of the bank deposit (this includes the eDeposit for credit card receipts). For access to this system, training, or for more information regarding this system, refer to Treasury Operations at <http://treasury.fo.uiowa.edu/bank-deposit-edeposit-procedures>.
* Deposits accounting for receipts originating from credit card sales should follow the procedures outlined by Treasury Operations at <http://treasury.fo.uiowa.edu/policies-and-procedures/credit-card-acceptance-security-guidelines>.
	+ Do you accept credit cards for payment? Yes No
		- If Yes, please provide the 12-digit University merchant account number
		- Check box if you accept credit cards for payment but *do not* have a UI merchant number
* Departments who accept credit card payments and record credit card numbers, for example, from phone or mail orders, are reminded of the following from the Payment Card Industry (PCI) Data Security Standards (<https://www.pcisecuritystandards.org/index.php>):
	1. Physically secure all media
		+ Verify that procedures for protecting cardholder data include controls for physically securing all media (including but not limited to computers, removable electronic media, paper receipts, paper reports, and faxes).
	2. Maintain strict control over the storage and accessibility of media.
	3. Destroy media when it is no longer needed for business or legal reasons as follows:
		+ Crosscut, shred, incinerate, or pulp hard-copy materials so that the cardholder data cannot be reconstructed. Secure storage containers used for materials that are to be destroyed.
1. Describe deposit preparation procedures, including the use of the eDeposit system:

### Procedure for deposit delivery

* Deposits must be made weekly or within **24 HOURS** if the deposit amount is **greater than** **or equal to** **$500.00.**

Daily deposits are always encouraged. Exceptions are allowed for operations conducting business during weekends.

* Hand-deliver the deposit with the white deposit slip (the yellow duplicate should be retained for documentation) to any US Bank branch. Alternatively, deposits may be dropped off for courier pick up at the following campus locations. Please note that courier deposits must be delivered to pick up locations in sealed tamper-evident bags, one deposit per bag. The bags may be purchased at office supply stores.
	+ UIHC Clinics at 200 Hawkins Drive
	+ Sports Medicine at Prairie Meadow Drive
	+ UIHC at Iowa River Landing – Coralville
	+ College of Dentistry Business Office - DSB
	+ IMU Business Office – IMU
* Deposit all funds intact. The entire amount of receipts collected must be deposited so that all receipts are posted as receipts to the Unit's fund account(s). None of the cash collected in the Unit may be used prior to deposit. For example, the Unit cannot use $10 of its cash receipts to purchase postage and then reduce the amount of its cash deposit by the $10 used.
* Secure the deposit in a locked money bag/pouch or tamper-evident bag (available at office supply stores). Be as inconspicuous as possible by disguising the money bag in some fashion, such as placing it in a book bag. Alter the route and time of delivery to the designated deposit drop-off.
1. Identify the individual, name and title, who delivers the cash to the bank or designated deposit drop location.
2. How frequently are deposits made?
3. How are deposits secured during delivery?

**Remote Deposit**

* The University of Iowa offers the ability for departments to deposit checks through a check scanner on a selective basis. If your department has an interest in this deposit method, please contact treasury-operations@uiowa.edu.
* Please see the requirements and expectations for this deposit method at [University of Iowa Remote Deposit Policy](http://treasury.fo.uiowa.edu/remote-deposit).
* Storage and destruction of scanned checks is part the of remote deposit policy.
1. If using Remote Deposit, please state where checks are stored after scanning, the storage length, and how the checks are destroyed.

## Reconciliation of Cash Receipts

* All cash collected must be balanced *daily* by comparing the total of the Cash to the accounts receivable system, cash register, or cash receipt journal/log. This can be accomplished by preparing the “Daily Cash Reconciliation” template or a similar document.
* The "Daily Cash Reconciliation" must be compared to the bank deposit slip/eDeposit form.
* The bank deposit slip/eDeposit form must be traced to the *monthly* Transaction Detail Report (TDR).
* Proof of all reconciliations and approval must be maintained by the department for **5 years** plus the current year. The Reconciler will initial and date the hardcopy of the form being reconciled or maintain email communication of review and approval. If the reconciliation is done on-line, the Reconciler will initial and date another piece of supporting documentation that is required to be kept in hard copy (i.e. the deposit slip) or a log can be maintained instead.
* All reconciliation variances must be reported by the Cash Handling Control Manager to the unit leader on a timely and regular basis.
1. What is reconciled and how often? (Two reconciliations should be described – both daily and monthly.)
2. How long are reconciliations kept?
3. Reconciliation variances are reported to whom?