Cash Handling Roles Changes

		New Policy	Description of Role	Audit Control
Department Level	**Departmental Cash Handling Role Administrator**	***Required Role*** *This person can be the Department Administrator (DA) or any other individual deemed appropriate by the Budget Officer. We recommend that this person be someone different than any of the individuals in the other roles. However, if no other option is available, we strongly recommend that role overlap is limited to only the Local Cash Handling Control Manager or Cash Collection Point Supervisor. Overlap with other roles will be allowed if necessary provided the assignments are in compliance with the role overlap restrictions described below.*	✓Maintain timely, accurate & effective communication will 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.	None If role overlap is necessary, we strongly recommend that it is limited to only the *Local Cash Handling Control Manager & Cash Collection Point Supervisor*.
Sub-department Level	**Local Cash Handling Control Manager**	***Required Role*** *We recommend that this person be someone different than any of the individuals in the other roles. However, if no other option is available, it may be the same person as the* **Cash Collection Point Supervisor**.	✓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 Role* *We recommend that this person be a different individual than any of the other roles. However, if no other option is available, it may be the same person as* **Reconciler**	✓Create and send invoices ✓Record sales ✓Update the accounts receivable system	No overlap in roles except with *Reconciler*
	Cash Collection Point Cashier	***Required Role*** *We recommend that this person be a different individual than any of the other roles. However, if no other option is available, it may be the same person as* **Deposit Preparer**.	✓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.	No overlap in roles except with *Deposit Preparer*
	Cash Collection Point Supervisor	*Optional Role* *We recommend that this person be a different individual than any of the other roles. However, if no other option is available, it may be the same person as* **Local Cash Handling Control Manager**.	✓Monitor cash receipting functions ✓Authorize various transactions, such as refunds, voids, and cash drawer reconciliations	No overlap in roles except with *Departmental Cash Handling Role Administrator & Local Cash Handling Control Manager*
	Deposit Preparer	***Required Role*** *We recommend that this person be a different individual than any of the other 5 roles. However, if no other option is available, it may be the same person as* **Cash Collection Point Cashier**.	✓Retrieve & count cash receipts from the business day ✓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 ✓Deliver each validated deposit slip/eDeposit form to the Reconciler	No overlap in roles except with *Cash Collection Point Cashier*
	Reconciler	***Required Role*** *We recommend that this person be a different individual than any of the other roles. However, if no other option is available, it may be the same person as* **Biller.**	✓Verify that the Deposit Preparer has deposited all cash received ✓Reconcile eDeposit forms to the supporting documentation and to the Transaction Detail Report (TDR). ✓Cannot have access to the cash at any point, i.e., cash drawer or box, safe.	No overlap in roles except *Biller*