

auditors.

GENERAL PROCEDURES

1. Deposits

All cash receipts must be deposited daily. Timely and accurate deposits of

Occasionally donors will send contributions to the University that may be more appropriately deposited with the UAH Foundation (UAHF). These contributions can be deposited with the UAHF as long as they do not represent receipts from an activity supported by University resources.

Gift checks should be promptly forwarded to University Advancement so that proper receipting and acknowledgement of donors can be completed. The timely receipting of donations in December is extremely important for the donor to take an IRS tax deduction for the amount of the donation.

4. Checks

the collection, receipting or remitting of cash.

9. Suspicious Activity

The total of all funds received should be used for reconciliation purposes.

All persons responsible for the receipting of funds must reconcile monies on hand on a daily basis.

Receipt Control

Only official University pre-numbered receipt forms from the Bursar or computer-generated receipts may be used.

The receipts must be used in consecutive order. If more than one person in a department is issuing receipts, each person should be assigned their own receipts. The individual receipting the cash and issuing the receipts should sign for the pre-numbered tickets issued.

Receipt books must not be left unattended during the day, and should be stored overnight in a locked cabinet or safe in which there is limited access.

Voided receipts should be approved by a supervisor. All copies of the voided receipt should be retained.

If unused pre-numbered receipt forms are no longer needed, they should be returned to the Bursar

Mail Log

1. A log should be maintained of all mail that contains money whether currency or check.
2. Information on this log should include, at least, the following:
 - a. Name of Payer and amount
 - b. Check Number
 - c. Check Date
 - d. Purpose of Payment
 - e. Disposition of the payment to whether it is receipted or forwarded.
3. Any time currency is received by mail, the supervisor should be notified and it should be entered on the mail log. The cash payment should be receipted immediately.

Departmental Office Cash Handler

Cash Received in Person

1. Currency received in person must be issued a pre-numbered receipt and a copy given to the customer.

2. All checks must be endorsed immediately with a restrictive endorsement
University of Alabama
3. The cash receipt journal should be updated at this time with the accounting data listed in item 1 of the General Procedures.
4. Checks received that were intended for another department should be restrictively endorsed to the University of Alabama in Huntsville and forwarded to that department for deposit. A record should be made of the disposition. If the intention is unclear, the checks should be sent to the
5. All voided transactions are to be approved and signed by the supervisor.
6. The cash received must be reconciled to the pre-numbered receipts at the end of the day or at the end of each shift. If the cash received is from an event, then the cash must be reconciled to the tickets issued.
7. Only one cashier should be allowed access to a cash drawer during a single shift.
8. Cash must be stored in a safe or other secure place until it is deposited.
9. Cash for an event ticket will not require a receipt.
10. A reasonable effort should be made by personnel receiving currency to

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Sale of Admission or Event Tickets

All tickets should be pre-numbered and contain:

- The name of the unit sponsoring the event
- The name of the event
- The date of the event
- The price of the event

General admission tickets should be pre-numbered but may not require the same information as the reserved seats such as seat number, etc.

Use different color tickets for each price category.

As soon as tickets are received and before ticket sales begin, at least two individuals should examine and count the tickets.

The recording of ticket sales must include the following procedures:

1. The ticket seller should not be the same person as the ticket taker.
2. Create a sales sheet for the event with total tickets for sale and the money detail for each seller.
3. Two individuals should not work out of the same cash drawer.
4. The seller should verify the amount of monies received and the tickets available.
5. The seller should initial that these actions have been completed.
6. Keep a list of all complimentary tickets, including numbers. This list must be approved with the signature of someone authorized to decide who is eligible to receive free tickets.
7. Refunds should be made only after the ticket is returned and should not be made with cash. The ticket should be marked voided so it is not resold. The refund should be made with a miscellaneous voucher transmitted through Accounting and Financial Reporting. The only exception to this policy is if the receipt was just written and the payment for that receipt has not been deposited yet. In this case, the original receipt would need to be voided and placed in the receipt file.
8. After the event, prepare a reconciliation of the ticket sales. All tickets must

funds in the presence of the departmental employee. The Office of the Bursar will compare the validated total to the amount on the Deposit Ticket. Any discrepancies must be reconciled before the deposit can be processed into Banner. Upon reconciliation, the deposit will be processed and applied to the departmental account. The Office of Bursar will stamp the Deposit Ticket and send a copy to the department.

Currency

All currency must be separated by denomination and presented face up and facing the same direction. An adding machine tape or spreadsheet should be included with the breakdown of the amounts for each denomination. Coins should be placed in an envelope with the enclosed amount noted.

Checks

All checks must face the same direction to expedite bank processing.

An adding machine tape or spreadsheet must be provided to determine the total amount of checks being deposited.

Credit cards

Charge card transactions are monetary transactions and therefore are subject to the same control and reconciliation policies as cash transactions. Charge card sales should be deposited along with any currency and checks.

Managing the Cash Receipts

