

## Cash Receipting Policy Policy Number: 3100

### **PURPOSE:**

To establish University policy and procedures for the handling of all cash receipts to include: Currency, Coins, Checks, ACH transactions, and Credit Card Transactions.

### **SCOPE:**

This policy applies to all Liberty University administration, faculty, staff, students, organizations, and individuals that handle cash receipts or accept payment in any form on behalf of the University. The scope includes activities at all campuses and all locations at which University business is conducted. This policy applies to all funds collected by the University.

### **POLICY:**

The University's General Cashier Office has the primary responsibility for collecting and depositing all cash receipts at the University. Advance written approval from the Vice President for Finance is required for any other organization or individual to collect cash receipts. Additional approval is required for organizations wishing to process credit card receipts and/or ACH receipts.

Organizations that collect cash receipts must comply with the University procedures for cash receipts collections. The procedures may need to be expanded upon by certain organizations to ensure adequate internal controls are in place. This must be maintained as written procedures and made available to individuals authorized to perform cashiering functions.

Periodic audits of the records and procedures for all organizations will be permitted. Audits may be performed by General Accounting, Internal Auditors and/or External Auditors.

Exceptions to this policy must be obtained in writing from the University's Vice President for Finance.

Failure to comply with this policy may result in disciplinary action and/or possible job termination.

## RESPONSIBILITY:

**Vice President for Finance:** The Vice President for Finance has primary responsibility for administering this policy, and specifically the review and granting/rescinding authority for individual organizations to collect cash receipts on behalf of the University.

**Controller:** The Controller is responsible for the day to day administration of this policy, establishing and maintaining University procedures associated with cashiering functions, and providing training to all authorized cashiers. The Controller's office is also responsible for providing oversight and guidance to the General Cashier Office operations and the coordination of periodic audits by the General Accounting Office and/or by the Financial Planning & Budgeting (FP&B).

**University Head Cashier:** The Head Cashier has the primary responsibility to collect all cash receipts on behalf of the University and to deposit all funds on a timely basis in compliance with Generally Accepted Accounting Principles. The Head Cashier is also responsible for providing guidance and assistance to organizations that collect cash receipts at other locations.

**Organization Managers Collecting Cash Receipts:** The Organization Manager for offices collecting cash receipts on behalf of the University is responsible for ensuring compliance with all aspects of this policy. This includes obtaining advance written approval to collect cash receipts, maintaining internal controls and written procedures for internal controls, and permitting audits of cash receipts operations and procedures.

## DEFINITIONS:

**Cash Receipts:** The term "cash receipts" as used in this policy includes any collections of currency, coin, checks, money orders, credit card receipts, wire transfers and/or ACH payments.

## PROCEDURES:

Internal control procedures must be in place at all locations handling cash to ensure the following objectives are met:

- All cash receipts are collected.
- Cash receipts are accurately and properly recorded.
- Cash receipts are properly safeguarded during the time between collection and deposit.
- Cash receipts are deposited on a timely basis.
- Checks are restrictively endorsed immediately upon receipt.
- Credit Card transactions are balanced and closed out daily.
- Cash receipts are reconciled to accounts daily.

- To the extent possible, different people perform the collection, recording, and reconciliation functions at each location.

All cash receipts totaling \$ 500 or more at any location must be transported to the General Cashier Office for deposit into a University bank account no later than the next business day. If, at any time, an organization is unable to transport their deposit on a timely basis, the organization should notify the Head Cashier immediately. The Head Cashier will then contact LUPD to transport the deposit. The organization must have the deposit ready, proper documentation attached and placed in a locked bank bag. If an organization does not have a bank bag, please contact the Head Cashier to obtain one. Cash receipts totaling less than \$ 500 must be deposited at least weekly by Friday at 3:00 p.m. All cash receipts must be deposited on or before June 30 of each fiscal year.