

# **Hazard Community and Technical College**

## **Cash Handling Procedures Manual**

## **1. Overview**

Internal Controls are processes established to provide reasonable assurance in the achievement of objectives - effectiveness and efficiency of operation, reliability of financial integrity and reporting, and compliance with applicable laws, regulations, and procedures. Further, Internal Controls is the process of employees functioning throughout the organization according to established policy and procedure. Internal Controls prevent mistakes and detect mistakes as they occur.

Administrative Controls are generally aimed at improving operating efficiencies or otherwise establishing parameters for the operating activities of the organization.

Accounting controls are primarily aimed at ensuring accuracy and reliability of the financial data and safeguarding assets.

Financial Controls are established to assure that all funds due are collected, safeguarded, properly recorded by revenue source, and promptly transmitted to the designated cashier for deposit and entry into the accounting system.

All of the above controls are necessary for sound financial management and are imperative to prudent cash handling procedures.

**Note:** Kentucky criminal code states that failure to make required disposition of property (including cash) is a criminal offense (K.R.S. 514.070).

## **2. Purpose of Manual**

The purpose of this cash operations manual for Hazard Community and Technical College (HCTC) is to supplement the KCTCS Business Procedures Manual located under web address [http://www.kctcs.edu/en/Faculty\\_and\\_Staff/Business\\_Procedures.aspx](http://www.kctcs.edu/en/Faculty_and_Staff/Business_Procedures.aspx) (Listed under Accounting--Cash Accounting 3.12). This manual is designed to provide working procedures, directions and informative notes to help employees responsible for cash handling functions to better understand and perform their duties in accordance with Federal and State regulations and Kentucky Community and Technical College System (KCTCS) Business Procedures.

## **3. Applicability of Manual**

This manual is for the benefit of employees who are involved in cash handling operations. Any employee of the college involved with cash handling functions is required to read, understand, and comply with this manual. The employee handling cash must sign the acknowledgement form at the end of this manual. Copies of the acknowledgement form will be retained on file with the college's business office.

## **4. Use and Revisions of the Manual**

This manual serves as an elaboration at the college unit level of the business procedures adopted by KCTCS. Any questions regarding the contents of this manual or problems in using this manual are to be brought to the attention of the college's Chief Financial Officer (CFO).

From time to time, this manual will be revised to reflect changes in State and Federal regulations, changes in KCTCS policies and procedures, changes recommended by internal and external auditors, and changes endorsed by college management.

All additions, deletions, and revisions to this manual require the written approval of the CFO. Any manual user who identifies a need for a revision must submit the suggestion in writing to the CFO. Users will be notified as revisions are made to the manual.

To ensure compliance with cash handling procedures the College has a responsibility to conduct periodic reviews of cash handling activities to determine that all systems are functioning as intended and that all applicable policies and procedures are being followed.

For purposes of this manual, cash refers to US currency and coin, checks drawn on US banks and written in US dollar values (including travelers, cashiers and certified checks), money orders, MasterCard, Visa and Discover credit card sales drafts. Foreign funds are subject to processing charge for conversion of funds to US dollars. The net proceeds, often conversion of foreign funds, must equal amount due the college.

## **5. General Cash Handling Guidelines:**

1. Responsibility for handling cash is assigned to individual employees who participate in any cash handling function and to their supervisors. Any employee who handles cash is responsible for that cash. A supervisor of any employee who handles cash is responsible for ensuring that proper and reasonable safeguards are followed. Each employee involved in cash handling operations assumes the responsibility for true and accurate reporting of all funds handled.
2. Access to cash must be limited. All funds must be kept secure at all times. Unauthorized persons are not permitted in areas where cash is handled, i.e. the business office. As necessary, signs may be posted to alert persons of a restricted area. Polite verbal warning may also be used, if needed, in addition to signage in order to maintain adequate safeguards. Access to areas where cash is counted or handled must be restricted to only those persons directly involved. Reconciling cash in areas visible by the general public is strictly prohibited.
3. While in the possession of the college, cash must be kept in safes, locked boxes or drawers, or in closed cash register drawers. Access doors must be locked at all times in areas where cash is handled. Safe doors must be kept closed during

working hours and must be locked at all other times. Large sums of cash must be counted and handled out of sight of the general public.

4. Cash must never be left unattended - this applies to cash registers and workstations. If an employee leaves their workstation for any reason, regardless of how brief, all cash must be appropriately secured in a locked place.
5. A written cash receipt is to be issued for all cash received. The form of receipt, depending on circumstances, may be either a pre-printed, pre-numbered written receipt or a cash receipt from PeopleSoft. Pre-numbered receipts must be accounted for sequentially and maintained for audit purposes. Voided cash receipt forms must be retained for audit purposes. (Please see guidelines for specific areas for additional detail.)
6. Checks must be restrictively endorsed on an immediate basis "For Deposit Only" to the College – NO EXCEPTIONS!
7. Funds secured in a safe overnight (college business office), over a weekend, or over a long holiday must be kept to a reasonable amount.
8. Safe combinations are to be given to a minimum number of employees and only to those whose functions require access to cash. Safe combinations must be changed when an employee within the department leaves.
9. Working funds must be kept to an absolute minimum at all times. All other funds must be in a locked place of safekeeping.
10. Checks are accepted only for amounts owed to the College. (No personal checks are to be cashed.)
11. All overages and shortages should be initialed on the daily cash recap sheet by the department head.
12. A reconciliation of the daily transaction sheet to the cash recap sheet and the daily deposit ticket must be made by an employee independent of the cash handling function. Also, for cash collection points, cash entries must be made by an employee independent of the cash handling function.
13. All bank deposits must be verified and initialed by a department employee, preferably the department head.
14. In order to ensure proper separation of duties, employees handling cash receipts must not perform any accounts receivable functions.

## **6. Opening and Closing Procedures of Cash Storage Devices:**

1. Two persons must be present at all openings and closings of cash storage devices. Where this control procedure cannot be exercised (because there is only one employee) the supervisor of the respective cash handling location must personally exercise control to maintain the proper level of security to minimize potential loss.
2. Unattended cashier stations/drawers must be kept closed and the registers/cash trays locked, with key removed, even when a cashier closes down for a relief period.
3. All windows, doors, and entrances where cash is located and stored must be securely locked and all alarms engaged.

## **7. Counting money and making change:**

- All money received must be counted and the amount verified before it is placed in the cash drawer.
- Currency for which change will be given must be placed in view of both the cashier and customer until the transaction is complete.
- All change given on a transaction must be counted out to the customer.
- If an interruption occurs during the counting/change making process, the process must be started again from the beginning.
- If a customer informs the employee handling cash that he/she was shorted in a prior transaction, the employee must immediately notify the supervisor so that the drawer can be balanced.

## **8. Deposits:**

1. Must be made according to policy.
2. Cash receipts must be deposited daily.
3. All “cash” gifts received must be deposited daily in the local depository.

Deposits must be made according to the following guidelines:

- Daily, if cash receipts accumulate to \$50 for departments and \$200 for business office, although more than one deposit a day is not required, plus;
- On the last working day of the week if cash is on hand, and;
- A deposit must be made when collections exceed \$50 for departments and \$200 for business office, or at least weekly, whichever occurs first.

All deposits must be sent to the local bank depository on the same day or the next business day, if same day deposit is not possible.

All cash receipts must be deposited intact. This means no checks may be cashed or disbursements made, including reimbursement of imprest cash expenditures, from receipts.

All funds deposited to the business office by another department must be reconciled to the log and the receipt copied by the Cashier before a receipt is issued for the funds received.

## **9. Returned Checks:**

- Responsibility for collecting unpaid checks is assigned to the college business office. A financial hold is to be placed on the student's account until the returned check is satisfied.
- A sign stating the amount of the fee for returned checks must be displayed in the department accepting checks and in a prominent location that is clearly visible to the public.
- When the maker of the returned check is a student, the unit will notify the student of the following:
  - That a check has been returned.
  - The reason the check was returned.
  - The date the check was returned.
  - That a service charge has been assessed.
  - Total amount due to the College.
  - That payment is due immediately.
  - That if not paid, the student will be reported to the registrar's office as delinquent. All transcripts will be withheld and the student will not be able to register for future terms until the delinquency is satisfied.
  - Payment must be made with cash, "cashier's check" or a money order. The "insufficient funds check" cannot be returned to the financial institution for processing, but the amount of the check, plus processing charges, must be paid to the college.
- When the maker of the returned check is an individual or agency external of the College, the unit will prepare a letter to the maker containing the same first six points above. The seventh point should state that if not paid within 10 days, future collection efforts may be handled through an external source and may result in additional charges.

## **10. Safeguards:**

The level of cash handling safeguards required is dependent on the level of risk at that location. Central cash collection points generally have a higher level of risk than units that occasionally receive cash. To evaluate the level of risk, the following factors are to be considered:

- a. The amount of money involved.
- b. The physical-geographic location.
- c. The hours of operation.
- d. The past loss experience.
- e. The number of employees involved.

In general, all cash must be kept in a fire-resistant storage container (safe, chest, cabinet or desk) that is equipped with at least one locking device and that cannot be easily removed from the premises. The department head is charged with the overall responsibility for ensuring adequate safeguards are maintained.

Departments receiving cash on behalf of the college are responsible for maintaining security over that cash. Proper handling, adequate records, and physical security must be emphasized to each employee having access to, or responsibility for, any college assets, i.e. cash, merchandise, supplies and/or equipment.

## **PROGRAMMATIC AREAS**

### **11. Assessment:**

Students must complete a sign-in sheet when entering the center for the purpose of sitting for an exam. The sign-in sheet (Assessment Testing/Log) is maintained by the Testing Administrator. The student must pay for the exam being taken at the time of sign in (with the exception of the GED where payment is required at time of registration). The Administrator will clearly mark the method of payment on the log. The Testing Administrator will give the student a pre-numbered receipt for the payment and the Administrator will list the receipt number on the log. As funds are collected, they are to be placed in a safe keeping device with a locking mechanism until deposited with the college business office.

NOTE: When the center is fully staffed - the cash must be counted by one employee and verified to the sign-in sheet by another employee. On the bottom of the sheet, the total payments by cash, checks and vouchers are entered and reconciled to the total according to the sheet. Both employees must sign the sheet as verification of collection and reconciliation. Since the center is understaffed, this collection and verification may occur with just one employee but verified by the college business office when the receipts are turned in. Extreme caution is to be exercised when only one person is handling cash.

All receipts must be accounted for including voided receipts. Students presenting vouchers for an exam must also be given a receipt with the payment type marked "charge". Payments and the sign-in sheet must be kept together. The center must maintain the copy of receipts and payment log for audit purposes.

If a test is given on a weekday, the money is to be deposited with the business office on the same day (or no later than the following day if the test is given after business office hours). A copy of the sign-in sheet is given to the cashier in the business office along with the deposit. It is the responsibility of the business office cashier to reconcile the

sign-in sheet with the deposit before a receipt is given. The cashier is responsible for issuing a pre-numbered receipt reflecting the total deposit amount and a cash register receipt. Testing personnel are to keep both receipts on file as required by the record retention schedule as outlined in the KCTCS Business Procedures Manual. Employees making deposits should never leave the business office without obtaining a receipt.

The business office will prepare the collected funds for bank deposit. The Assessment Center is responsible for verifying monthly that all funds collected and turned in to the business office match the revenue posted to the Assessment Center's PeopleSoft chart string.

The Testing Administrator will bill the third-party agency for payment of the exam. Copies of the "charge" receipts may be used to monitor testing receivable accounts. Please see KCTCS Business Procedures 7.4 for Collection of Accounts Receivable. All payments are to be mailed to and received by the business office. Up to date accounts receivable records are to be maintained by the Assessment Center subject to the business office personnel review of the records on an impromptu basis.

**Note:** The Assessment Center's daily deposits need to be made to the business office by personnel who have signed off on these cash handling procedures.

If a test is given on the weekend, the cash is secured in a locked bag by the CED department or testing department and dropped off at the local bank depository or locked in the departmental safe until the deposit can be made to the business office the following working day.

It is the responsibility of all employees involved in this process to ensure that deposits are made in a timely manner, e.g., no later than the business day following the test date. If the business office has a drop box for deposits, then deposits may be placed in the drop box after business hours and a receipt prepared by the business office for the depositor the next business day.

## **12. Transcript Charges**

If a student pays for a transcript in person or by phone, a Registrar Office staff member is required to collect the cash, check, money order, or credit card information. The collection is documented on the transcript log and a pre-numbered receipt is issued to the student. If the transcript request and payment is received through the mail, the check or money order is recorded, marked "for deposit only", and hand delivered to the business office. The registrar office staff is required to document the collections on the transcript log (see Schedule A for sample log sheet) and issue/mail a pre-numbered receipt to the student.

For purposes of internal controls, a second employee must reconcile the transcript collections to the transcript collections log to determine if the collections equal receipts. The reviewer must sign the log on the "verified by" signature line. This must be performed daily and a copy of the completed log sheet (containing all appropriate



signatures) must be forwarded to the department head to ensure compliance with cash handling procedures.

If staffing doesn't permit proper separation of duties, the Dean of Student Services, or designee, must actively monitor the collection of transcript charges. Overages or shortages must be immediately reported to the Dean of Student Services, or designee, who must verify the work. If it is determined that the fees are over or short, this finding must be noted on the sales log, signed by the Dean of Student Services, or designee, and included with the cash receipts brought to the business office for deposit. A business office employee will count the funds, issue a receipt, and sign the log as additional verification that the money was counted and verified. The Dean of Student Affairs, in turn, must report the overage/shortage to the College CFO in a timely manner, e.g., within next business day.

Funds collected must be forwarded to the business office each business day (**by 3:00 pm**). The business office will prepare a journal entry to record the deposit into PeopleSoft. The pre-numbered receipts, the cash collected, and the college seal must be kept in a lock box with access to the box being limited at all times.

### **13. Certification Training/Testing**

Payment for all certification testing/training/seminars must be made through the college's business office. Instructors must not collect any fees/tuition. This includes

- EPA testing
- Welding Certification
- Mammogram Seminar

### **14. Development (Gifts)**

Any cash gift received by any college personnel shall be forwarded immediately to the Office of Development. Prior to the acceptance of any in-kind donation, a gift-in-kind form must be filled out and on file in the Office of Development - **NO EXCEPTIONS!**

When a gift is received by a campus office or by a college representative, the office or representative must forward the following (same day received) to the Office of Development:

1. The actual check or written statement of received property.
2. Copy of the donor's letter stating the purpose.
3. Restrictions of the gift, if any, and in-kind donation form (if applicable).

The receiving office or representative must furnish:

1. The name and the number of the account to which the gift is to be deposited.
2. The name and address of the donor.
3. The name and address of the person to receive an acknowledgement if different from the donor.

4. Any additional information that will assist the Office of Development in preparing the college's letter of appreciation should also be furnished.

The Office of Development is responsible for determining if the funds received are gifts versus payment for goods or services. Private gifts received by the development office must be receipted using a BA19 form. A reconciliation of collections and BA19 forms must be performed. If a separation of duties isn't possible due to limited staff, the Development Officer must use prudent judgment in handling of receipts.

Checks must be endorsed immediately using a restricted endorsement stamp. Cash should not be received in the development office. In the event the development office receives cash, funds must be brought daily to the business office by 3:00 p.m. The business office cashier will count the cash in the presence of the development employee and will write a receipt to the employee for the cash. All receipts received after 3:00 p.m. will be deposited to next day's business.

As a general rule, the processing of gifts to the college will operate as follows:

The Office of Development will:

1. Issue donor a receipt for cash, check, or credit card contribution and/or in-kind donation.
2. Assemble all applicable documentation for donor file:
  - Copy of the check or credit card slip and an appraisal receipt for in-kind donations if over \$5,000. Include any additional information necessary to properly record the gift (matching gift form, gifts designated in memory of, etc.).
  - Complete a gift processing form.
3. Submit original documentation along with the processing form to the college.
4. Prepare the BA19 form with the appropriate chartfield combination.
5. Post gift transaction to Contributor Relations.

Regarding the receipt of cash gifts, the college business office (cashier's area) will:

1. Upon receipt of the gift and BA19 form, deposit donor's check/cash in the college's local bank in accordance with established cash accounting procedures.
2. The college business office then prepares a journal depositing these funds in the college's appropriate Gift/Endowment Account, 43300, fund 11 or fund 31. After entry into PeopleSoft an ID number is generated and this number along with a copy of the journal is to be forwarded to the Office of Development. The Office of Development is responsible for reconciling that funds were deposited into the appropriate Gift/Endowment account on a monthly basis.

## **15. Imprest Funds**

Each cashier will have a cash tray and must operate only from that drawer. On a monthly basis, a business affairs employee who has no cashier responsibilities will verify imprest funds. This verification will be done by observation of the cashiers performing a count. It is the cashier's responsibility to never leave his/her cash drawer unattended even during surprise cash counts.

A reconciliation of imprest funds must be summarized on the KCTCS reconciliation form. This will be kept with the bank statement reconciliation and is to be completed by the tenth day of the following month. The business office employee who verifies end of month imprest cash funds may perform the reconciliation.

Cash paid from the imprest funds and checks written from the imprest bank account must have a supporting receipt/document. According to KCTCS procedures, imprest transactions must be limited to \$100 and must conform to the KCTCS procedures for qualified purchases (see attachment Schedule B for authorized imprest cash accounts).

All imprest funds reconciliations are to be completed monthly utilizing KCTCS Form TM11. The reconciliations are to be reviewed and approved by the CFO no later than the 5<sup>th</sup> working day of the next month.

Requests for all imprest fund expenditures are to be completed on a monthly basis.

Checks written from the imprest bank account MUST have supporting receipts/documents. The monthly reconciliation will check for appropriate receipts/documents that support imprest transactions. If receipts are not included, the College's CFO must be notified immediately. Imprest purchases are limited to \$50.00. Please consult Purchasing Procedures for qualified purchases.

## **16. Tuition (Credit Classes)**

All tuition payments, fees, fines, and other charges must be paid in the business office. End of day reports must be run and balanced to the cash collected at the end of each day with the cash receipts balanced to the query reports.

*Please see Schedule C for DAILY CASHIERING – CHECKLIST.*

Overages and shortages must be reported to the College's CFO that day. Assessed charges cannot be reduced without proper documentation, including tuition waivers.

## **17. Adult Basic Education (ABE)**

Fees for ABE classes must be collected by an instructor at the class location. The collection must be documented on a student log, noting the type of payment, and a pre-numbered receipt issued to the student. The instructor must count and verify fees

collected. Another ABE employee must count and verify the receipts to the student log and initial. Fees collected are to be placed into a safe keeping device with a locking mechanism until deposited with the college business office.

Deposits should be made with the business office as soon as class is over. If not within the normal business hours, the fees collected should be secured in the safe keeping device and locked in a safe on-site location (i.e. cabinet) until deposit is made with the business office the next business day or placed in the business office drop box, if available.

When collected fees are being transported from the collection site to the overnight storage area and/or business office for deposit, two employees must accompany the fees collected to overnight storage area and/or to vehicle used for transporting the fees to business office.

## **18. Nurse Aid**

The Nurse Aid department shall collect no tuition, fees, or conduct textbook sales and shall refer all individuals to the campus business office during posted business office hours. In the unlikely event a customer cannot transact business with the business office during posted hours, the nurse aide coordinator may receive limited transactions according to the general requirements of this policy.

## **19. Community and Economic Development Center (Continuing Education – Community Service – Business and Industry)**

Registration and payment for Continuing Education - Community Service – Business and Industry classes will be performed by the Continuing Education - Community Service – Business and Industry Office(s).

Payments must be receipted on pre-numbered registration/fee payment forms. Checks must be immediately endorsed "For Deposit Only". Receipts must be secured at all times. As departmental offices are not adequately equipped to make change, currency will not be accepted. Cash payments must be made directly to the college business office cashier. The fees and receipts must be reconciled to determine if the collections equal the registrations. Reconciliation is to be performed by someone other than the person who performed the collection of the fees/registration. Where staffing doesn't permit this separation of duties, the department head or designee must monitor the collection activity. Overages or shortages must immediately be reported to the department head, who must verify the reconciliation. If it is determined collections are over or short, this finding must be signed by the department head and included with the cash receipt form when funds are brought for deposit to the college business office (cashier's area). The overage or shortage must also be reported to the college's CFO. Collected funds must be forwarded to the college business office cashier each business day (by 3:00 pm). Funds received after 3:00 pm will be credited to the next business day. The business office

cashier will count the funds in the presence of the programmatic department employee and will issue a written receipt to that employee.

Funds collected for noncredit business and industry training must be handled as above. A completed cash receipt form is to be sent to the business office (cashier's office) with all funds collected. The business office will receipt the funds through KCTCS' PeopleSoft Accounts Receivable (A/R) module.

## **20. Library Fines**

All library fines and lost book charges collected by the library must be documented on a library fines and lost book charges log. The documentation must include the following:

- Date
- Student Name
- Amount of fine/charge
- Form of payment (check, cash, money order)
- Chartfield combination for depositing through PeopleSoft Financials  
Received By : \_\_\_\_\_ (employee receiving funds)

At the end of the day, the fines must be reconciled by a second library employee to determine if the collections equal the library and lost book charge log. If staffing doesn't permit this separation of duties, the chief librarian, or designee, must monitor the collection activity. Overages or shortages must be immediately reported to the chief librarian, or their designee, who must verify the work. If it is determined that the fines are over or short, this finding must be noted on the charges log, signed by the chief librarian and included with the cash receipt summary form and brought to the business office. A business office employee will count the funds and issue a receipt. Collected funds must be forwarded to the business office (cashier's area) when the collections reach \$50.00 or at least once a week.

## **21. Copier, Parking Meter and Vending Monies**

1. Copier, parking meter and vending machines must be emptied at least monthly.
2. Two employees must be present to empty the cash boxes. If this is not possible a supervisor must verify all work.
3. Currency and coin must be counted separately with totals for both included in the deposit bag.
4. The funds must then be brought to the business office for verification of totals, receipting within PeopleSoft, and deposited.

## **22. Career Fairs, Child Care, Professional Liability Fees and Approved Course Charges**

All funds collected by college departments must be documented in a log on a cash receipt form. The documentation includes the following:

- Date
- Student Name or Payee Name
- Amount of charge
- Form of payment (check, cash, money order)
- Chartfield combination for depositing through PeopleSoft
- Received By: \_\_\_\_\_(employee receiving funds)

Collections must be reconciled each day at closing by a second employee to determine if the collections equal the cash receipt form(s). If staffing doesn't permit this separation of duties the area's supervisor, or their designee, must monitor the collection activity. Overages or shortages must be immediately reported to the supervisor, or their designee, who must verify the work. If it is determined that the charges are over or short, this finding must be noted on the charge log, signed by the supervisor and included with the cash receipt summary form when brought to the business office. A business office employee will count the funds and write a receipt to the employee. The over or short must also be reported to the College's CFO. Collected funds must be forwarded to the business office when the collections reach \$50.00 or at least once a week. The business office will prepare entry to record the deposit into PeopleSoft and forward copies back to the department.

### **23. Miscellaneous Funds**

Pre-numbered receipt forms must be used to receipt miscellaneous funds. Sufficient documentation must be attached to the daily cash recap sheet describing the purpose of the funds.

### **24. Exceptions**

Any exception requires prior written approval by the CFO. Emergency situations should be brought to the attention of the CFO as soon as possible.

## DAILY CASHIERING CHECKLIST

1. Opening (AM/PM) Campus Cashier (may also be Chief Cashier) opens cashier office, opens registers, and opens cashiers using the copy feature. College chief cashier official creates/deletes valid registers and creates cashiers as needed.
2. Process payments received by mail.
3. Process any returned items from bank, process any student repayment of financial aid because student dropped/withdrew from class(es).
4. Deposit any departmental funds, i.e., transcripts, vending, childcare, B&I, library fines/receipts, and copier receipts.

*Note: Any service for which the college invoices must go through the Accounts Receivable (AR) module. A cash receipt journal may be used for cash received not related to a student payment or for non-service items not required to be processed through the AR module.*

5. Process journal entry vouchers for those deposits or receive departmental funds through A/R module. (It is recommended the Head Cashier perform this task.)
6. End of the day:

Each Campus Cashier:

- Runs query report (K\_TARGET\_KEY\_ENTRIES\_CSHOFFICE) and verifies amounts by cashier and verifies the correct target / tender keys were used.
- Cashiers' organize receipts or other student documentation required for balancing.
- Cashiers balance out individual registers and reconcile to PeopleSoft and give receipts and supporting documentation to the Head Campus Cashier.
- Once balancing is complete, receipts are filed and retained in the cashiers' office as per the retention schedule.
- Individual cashiers are responsible for voiding and re-receipting if needed.
- Where payment reversals and payment quick posting are required, the chief financial officer must be or be consulted prior to actual posting.
- The Chief Campus Cashier closes, balances, and transmits the credit card machine totals.

Each Chief (Closing Cashier) Campus Cashier:

- Runs query report (K\_TARGET\_KEY\_ENTRIES\_CSHOFFICE) to a cashier tender total query and verifies amounts by register and verifies the correct target keys were used.
- Runs query report (K\_SF\_RCPTS\_BY\_BUSDAY) to a cashier tender total query and verifies amounts by register.

## SCHEDULE B

- Combines funds (money) of all cashiers and again verifies the total amount as compared to the query.
- Prepares deposit(s).

*If a discrepancy occurs, the Chief Campus Cashier runs further queries until discrepancy is located.*

7. After balancing the open cashiers, the Chief Campus Cashier closes the registers and then closes the cashiering office.
8. Documentation in closing is to include:
  - Include excel spreadsheet and any adding machine tape of the checks received attached to the deposit.
  - Copy of bank deposit slip.
  - Adding machine tape of cash over/short to be clearly attached to the deposit detail.
  - Credit card detail batch report.
  - List of all returned checks processed including student name, id #, and amount of returned item.
  - All documentation is to be attached to the closing query reports.
9. Deposit(s) given to appropriate business office personnel for daily deposit and/or safekeeping until deposit can be made – the next morning.
10. Documentation (Proof-sheet) is filed with Chief Cashier.
11. Appropriate business office personnel (e.g. College – Campus Business Officer or contracted armored service) make the deposit at the bank.
12. Head Cashier runs the G/L Feed report daily to verify totals from SF journals match the deposit.
13. Funds transfer is called in at least weekly (Friday), or when the compensating balance is exceeded by \$5000.00, from local bank account to College's cash account at the System's Office. (Lexington campus has automatic daily sweep.)

### Notes:

- All student payments must go through the student financials.
- All invoiced payments for services rendered by the college must go through the AR module. Non-service items where a college invoice is not applicable may be posted into the General Ledger via a cash receipt journal.
- For the Student Financials in particular:
  - In all cases where students' are being receipted, payments must be applied to a specific term.



## SCHEDULE C

- Before exiting the Target Key field, cashiers' are to observe for the correct payment type based on the Target Key description.
- In cases where student is paying for multiple terms, care should be exercised to ensure that target and tender types match and are equal, and the intended term is specified.
- Use of cashiers' access is to be strictly limited to the individual logged on
  - no sharing of passwords or screens!

**HAZARD COMMUNITY AND TECHNICAL TECHNICAL  
COLLEGE  
CASH HANDLING PROCEDURES**

I acknowledge that the cash handling procedures for my area have been discussed with me and I have received a copy of these procedures. \_\_\_\_\_

I acknowledge it is my responsibility to read and fully understand and comply with the procedures contained in this manual regarding cash handling. \_\_\_\_\_

I acknowledge that failing to comply with KCTCS and HCTC cash handling procedures may result in violations to Federal and State regulations and KCTCS and HCTC cash handling procedures and could result in disciplinary action or termination of my employment. \_\_\_\_\_

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SIGNATURE OF EMPLOYEE DATE

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SIGNATURE OF SUPERVISOR DATE