

PALM BEACH STATE COLLEGE

Cash Collection & Deposit Guidelines

**Finance Department
Version II
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The mission of the Finance Department is to provide prompt, accurate, and courteous business and accounting services to students, faculty, staff, and administration. All items are subject to change at the discretion of the Finance Department.

CASH COLLECTION & DEPOSIT GUIDELINES FOR STUDENT ACTIVITIES

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CASH COLLECTION & DEPOSIT PROCEDURES

Cash Collection Guidelines were developed in accordance to College Board Policy 6Hx-18-4.03. The College Board Policy is published as <http://www.palmbeachstate.edu/boardpolicies.xml> under Section 4 - Business Affairs.

For purposes of this document cash or funds can refer to the collection of any form of legal tender (cash, checks, drafts, money orders, credit cards, etc.).

These Guidelines serve all employees of the College who may handle funds on behalf of the College; however most of the information provided is directed to Student Activity related functions. Please refer to the Finance Tools and Resources webpage for all updated Finance Procedures as well as other helpful information at <http://www.palmbeachstate.edu/x9692.xml>.

Guidelines – Ticket Sales

Cash collections outside of the Cashier's Office must be approved by the Accounts Receivable Manager in the Finance Department prior to any collection of funds.

All events and fundraising must be sponsored by a College Student Activity Advisor (Advisor) or Student Activities Manager (Manager). Students should not be solely responsible for the collection and safeguarding of funds. All individuals handling cash must be made aware of the cash collection guidelines prior to performing any cash collection duties. The Advisor or Manager will be held responsible for the collection of funds for any event or fundraiser. Proper internal controls are also the responsibility of the Advisor and/or Manager.

- I.** Prior to collection of ticket sales for an event, the club or organization must have already established a Fund 6 account with the Finance Department. Refer to: "Establish Fund 6 Account" at www.palmbeachstate.edu/x14041.xml.
- II.** The College organization contacts the Cashier's Office prior to a scheduled event or function where cash will be collected for ticket sales. The club or organization must decide the pricing of ticket sales prior to the event and provide the information to the Cashier's Office.
- III.** It is recommended that the Cashier's Office be utilized to safeguard and sell tickets for larger events; however, it is understood that the Student Activities Office may sell tickets, as well as be responsible for the sale of these tickets at the time of the actual event.
- IV.** The club or organization must decide who, when, where and how tickets sales will be collected.
 - a. If an individual member is used for the collection of ticket sales:

- i. It is recommended the club or organization utilize tickets that are pre-numbered and in sequential order, with a detachable pre-numbered stub to be kept by the organization. This will allow for reconciliation of ticket sales.
 - ii. The club or organization can utilize official College receipt books that are issued by the Cashier's Office. Prior to the collection of ticket sales, the club or organization must notify the Cashier's Office of the request for a pre-numbered receipt book. The receipts are in triplicate form (white – student copy, yellow – deposit, pink – remains in the book). Once the entire receipt book is used, the book must be returned back to the Cashier's Office for final reconciliation of receipt sequence. The club or organization is responsible for any missing receipts that cannot be held accountable for.
 - iii. In order to secure any funds collected by an individual member, the Cashier's Office can supply the club or organization with a locked bank bag and key which must be signed out. A change bag can also be provided for change purposes only and must be returned the next business day along with the locked bank bag, key, and deposit.
 - iv. A Deposit Log Form (<http://www.palmbeachstate.edu/x3616.xml>) must be completed, verified, and reconciled once the College organization has received funds. The number of tickets issued listed on the Deposit Log Form times the ticket price should equal the amount of the deposit. The sequential issuance of tickets must also be accounted for and any unused tickets must be kept with the Deposit Log Form. The Deposit Log Form, cash, and corresponding ticket stubs are taken to the Cashier's Office, where the deposit will be verified and recorded. Funds must be deposited on a daily basis. Any unsold tickets must be included in the final deposit for reconciliation of the event/function.
- b. If the Cashier's Office is used for the collection of ticket sales:
- i. Make sure the Cashier's Office has adequate pre-numbered tickets.
 - ii. Make sure the Cashier's Office has the 16 digit account number (Fund 6 account) where funds should be deposited.
- c. It is recommended that the club or organization Treasurer reconcile the number of tickets sold or issued to funds collected for sales.

Guidelines – Fundraisers

Cash collections outside of the Cashier's Office must be approved by the Accounts Receivable Manager in the Finance Department prior to any collection of funds.

All events and fundraising must be sponsored by a College Advisor or Manager. Fundraising can be defined as the sale of goods and services such as, but not limited to bake sales, car washes, or similar events where funds are collected from each donor. Students should not be solely responsible for the collection and safeguarding of funds. All individuals handling cash must be made aware of the cash

collection guidelines prior to performing any cash collection duties. The Advisor or Manager will be held responsible for the collection of funds for any event or fundraiser. Proper internal controls are also the responsibility of the Advisor and/or Manager.

- I. Prior to the fundraiser or event, the club or organization must have already established a Fund 6 account with the Finance Department. Refer to: “Establish Fund 6 Account” at www.palmbeachstate.edu/x14041.xml.
- II. The College organization contacts the Cashier’s Office prior to a scheduled event or function where cash will be collected.
- III. Typically funds collected for fundraising events are not tax deductible on behalf of the donor.
- IV. In order to secure any funds collected by an individual member, the Cashier’s Office can supply the club or organization with a locked bank bag and key which must be signed out. A change bag can also be provided for change purposes only and must be returned the next business day along with the locked bank bag, key, and deposit.
- V. A Deposit Log Form Form (<http://www.palmbeachstate.edu/x3616.xml>) must be completed, verified, and reconciled once the College organization has received funds. The number of tickets issued listed on the Deposit Log Form times the ticket price should equal the amount of the deposit. The sequential issuance of tickets must also be accounted for and any unused tickets must be kept with the Deposit Log Form. The Deposit Log Form, cash, and corresponding ticket stubs are taken to the Cashier’s Office, where the deposit will be verified and recorded. Funds must be deposited on a daily basis. Any unsold tickets must be included in the final deposit for reconciliation of the event/function.

Guidelines – Membership Dues

Cash collections outside of the Cashier’s Office must be approved by the Accounts Receivable Manager in the Finance Department prior to any collection of funds.

All membership dues collected for Student Clubs & Organizations will follow the same guidelines for cash collection as outlined in College Board Policy. Students should not be solely responsible for the collection and safeguarding of funds. All individuals handling cash must be made aware of the cash collection guidelines prior to performing any cash collection duties. The Advisor or Manager will be held responsible for the collection and deposit of any membership dues. Proper internal controls are also the responsibility of the Advisor and/or Manager.

- I. Prior to collection of membership dues, the club or organization must have already established a Fund 6 account with the Finance Department. Refer to: “Establish Fund 6 Account” at www.palmbeachstate.edu/x14041.xml.

- II.** The club or organization must decide who, when, where and how membership dues will be collected.
- a. If an individual member is used for the collection of membership dues:
 - i. It is recommended the club or organization utilize receipts that are pre-numbered and in sequential order.
 - ii. The club or organization can utilize official College receipt books that are issued by the Cashier's Office. Prior to the collection of membership dues, the club or organization must notify the Cashier's Office of the request for a pre-numbered receipt book. The receipts are in triplicate form (white – student copy, yellow – deposit, pink – remains in the book). Once the entire receipt book is used, the book must be returned back to the Cashier's Office for final reconciliation of receipt sequence. The club or organization is responsible for any missing receipts that cannot be held accountable for.
 - iii. In order to secure any funds collected by an individual member, the Cashier's Office can supply the club or organization with a locked bank bag and key which must be signed out. A change bag can also be provided for change purposes only and must be returned the next business day along with the locked bank bag, key, and deposit.
 - iv. Periodic deposits must be made to the Cashier's Office. A Deposit Log Form <http://www.palmbeachstate.edu/x3616.xml> must be completed, verified, and reconciled once the club or organization has received funds. The Deposit Log Form, cash, and corresponding pre-numbered receipts (yellow copies) are taken to the Cashier's Office, where the deposit will be verified and recorded.
 - b. If the Cashier's Office is used for the collection of membership dues:
 - i. Make sure the club or organization members have the full 16 digit account number (Fund 6 account) to provide to the Cashier or they will be unable to process the receipt.
 - c. It is recommended that the club or organization Treasurer reconcile the number of members to funds collected for membership.

Guidelines - Internal Accounting Control Guidelines

Internal Accounting Controls are designed to give assistance to Managers and Advisors in developing and maintaining proper controls when dealing with cash collections. The recommendations in these guidelines are usually found in auditing manuals and text books. Many of these guidelines are used by State Auditors when evaluating the cash collections of the College as a whole. It is important to understand that once the Manager or Advisor requests the opportunity to provide cash collections, they will then become responsible for the internal controls of those cash collections.

If you are unable to answer "YES" to the guidelines provided below, justification must be documented. Any "NO" response will weaken your internal accounting controls.

1. Is existing personnel separating duties of cash collection from cash deposit?
2. Is an official College pre-numbered receipt or official pre-numbered ticket issued for each collection?
3. Are the official College pre-numbered receipts assigned to and controlled by the Head Bursar or Finance Department or other office independent of the collecting department? (such as the Theatre)
4. Are any checks received immediately endorsed with a restrictive endorsement payable to the College?
5. Are transfers of money among employees limited and/or monitored by the responsible Student Activity Manager and/or Advisor?
6. Are deposits made to the Cashier's Office daily or at least once a week?
7. Does the Cash Deposit Log support the amount deposited with the Cashier's Office and provide for:
 - Pre-numbered receipt used or Ticket number used?
 - Total amount collected?
 - Is there an Organizational Unit assigned for funds to be deposited?
 - Is there an over or short amount?
 - Date of the deposit with the Cashier's Office?
8. Are employees and/or students prohibited from making cash disbursements out of the cash collections?