

**THE AGRICULTURAL FOUNDATION OF
CALIFORNIA STATE UNIVERSITY, FRESNO
Cash Handling Policy and Procedures**

Policy

This policy outlines the rules and procedures of the Agricultural Foundation of California State University, Fresno (Ag Foundation) for the proper handling of cash. The purpose is to insure the maintenance of adequate controls over the handling and transfer of monies received.

Staff who receive and/or deposit cash must properly safeguard the cash, deposit it timely into the appropriate accounts, and properly record the transaction. This policy applies to all employees who handle cash during the processing of any transaction, or who retain, store and/or safeguard cash prior to its deposit. These rules and procedures are intended to maximize cash flow and aid in preventing and/or detecting cash loss.

Procedures

For all cash receipts:

1. All cash received must be recorded through a cash register or on a pre-numbered UARCO receipt form.
2. Cash received must be deposited intact and expenses must not be paid from cash receipts. Cash receipt funds may not be used to cash personal/payroll checks. Check amounts must be made for the amount of purchase only.
3. All checks must be restrictively endorsed, i.e. for deposit only to the Agricultural Foundation of California State University, Fresno, immediately upon receipt.
4. Cash funds must not be left unattended, whether in a cash box or cash register. Cash funds must be stored in a cash box within a safe or locked cabinet, to which access is restricted, preferably to the cashier or person transacting the sale.
5. Cash receipts must be deposited in a timely manner. Undeposited cash receipts must be secured in a safe or locked cabinet until they are securely transferred to the Association's Cashier. Cash receipts should not be sent via campus mail or postal mail.
6. Enterprise managers must implement adequate segregation of duties and restricted access to cash handling areas, to the extent possible, to insure the safeguarding of cash.

Additional procedures

For Enterprises utilizing pre-numbered UARCO receipt forms:

- a. The UARCO receipt form must be completed for each transaction at the time of the transaction (sale).
- b. Cash and checks should be deposited on a daily basis. Where this is not possible and providing amounts are minimal, funds must not be held longer than one week.

For Enterprises utilizing cash registers:

- a. Sales should be rung up in the presence of the customer.
- b. The customer should be provided with a printed sales receipt.
- c. Strict supervisory approval is required for all voids, cancellations or other alterations to cash register tapes.

- d. At the close of the business day, the cashier should run a Z tape total, count the cash and prepare a deposit slip for all cash receipts. Any differences between cash receipts and register totals must be reconciled and then initialed by the appropriate enterprise manager.
- e. Cashiers must balance their cash drawers to within \pm \$5.00. Two or more unacceptable variances in a 30 day period will need to be reported to the Director of Ag Operations and the Ag Foundation's Chief Financial Officer. The Auxiliary Cashier will report variances beyond this threshold directly to the Ag Foundation's Accountant.
- f. The Ag Foundation deposit slip must be written for the total amount of the deposit, and the cash and deposit slip delivered to the Auxiliary Cashier daily or no later than the next business day.

Sales to Employees:

Employees (University or Ag Foundation) who wish to purchase retail items, which items must be available to the general public, are not allowed to write up or ring up their own sales. Where cash registers are available, employees must purchase items from the cashier through the customer line, not behind the counter. For units without a cashier, a supervisor's signature is required on the UARCO.