AGRICULTURAL FOUNDATION OF
CALIFORNIA STATE UNIVERSITY, FRESNO

Policy No. 4010

Cash Handling Policy

This policy is applicable to the following auxiliary corporations:

☒ Agricultural Foundation
☐ Association
☐ Associated Students, Inc.
☐ Athletic Corporation
☐ Foundation
☐ Programs for Children

REVISION RECORD

Date	Version	Revision Description
5/31/12	New	Approved by Board of Directors
9/12/25	Revision	Approved by Board of Directors

DOCUMENT CONTROL

Approved By: Board of Directors	**Date Approved:** 9/12/2025	**Next Review Date:** January 2028
Responsible Position(s): Executive Director for Auxiliary Services	**Affected Units:** All units, staff, and volunteers	**Document Control Number:** Policy 4010

PURPOSE

The purpose of this policy is to specify the policies and procedures the proper handling of cash. The purpose is to ensure 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.

STATEMENT OF POLICY

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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 ensure

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 ±$25.00. The shortage/overage will be documented in writing and reported to the Unit Manager and Auxiliary Accounting Manager. Any single shortage/overage of $25.00 or more can result in disciplinary action, up to and including separation of employment. Any shortage of $100 or more may also be reported to University Police. Cashiers may be subject to cash handling retraining upon any variance.
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 Revenue Technician daily or no later than the next business day.

Safe Code Changes:
Safe codes are critical to protecting physical cash and assets, and such, changes must occur when the following occur:

- Departure of staff member who has access to the safe.
- Security breaches or suspected compromise.

The safe code change will be facilitated by the Revenue Technician who will work with the external vendor to make the change and update internal records.

Returned Checks:
If a check comes back to the Ag Foundation from the bank identified as non-sufficient funds, a treble letter will be sent to the check issuer immediately upon notification from the bank, and we will also notify the respective Unit Manager. If payment is not made as outlined in the treble letter, the account may be referred to our external collection agency for collection efforts.

Bank Reconciliations:
Bank reconciliations will be completed no more than 45 days from the first day of the following month.

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.

IMPLEMENTATION

The Executive Director for Auxiliary Services or his/her designee, in accordance with the applicable auxiliary corporation Management Services Agreement, has the authority to implement this policy.