

## Internal Cash Management Guide

**Purpose:** The procedures outlined below represent a detailed step by step procedure which individual departments and or fundraising activities can follow to ensure that best practices are maintained for internal cash management for both Business Office and Foundation functions.

### 1. General Provisions to be Provided by the College

- a. The college will provide pre-numbered 3-part receipt books which shall be used and filled out anytime cash is received for services or event driven activities. The top receipt shall be given to the customer, the second receipt copy shall be placed in the transmittal deposit bag, and the third copy shall remain attached to the receipt book.
- b. The college will provide an NCR 2 part deposit slip which shall be used to make the deposit to the Business Office / Foundation. The first part shall be placed in the transmittal deposit bag and the second shall be retained by the person making the deposit.
- c. The college will provide locked cash transmittal deposit bags which shall be used to transport cash and receipts to the Business Office Drop safe. One key shall remain in the Business Office and the second key shall be maintained by the person making the deposit.
- d. The college will provide a log sheet which will be maintained by the person making the deposit. This log shall indicate the date, transmittal deposit bag number, starting and ending ticket number of the receipt books, amount of cash, and person making the deposit. Every six months this log sheet shall be turned into the Business Office. It may also be turned in at the end of the event or at such time that the log sheet is full and a new log sheet is requested. The user may make a copy of the log sheet prior to be turned into the Business Office.
- e. Each of the forms and or receipts provided shall be the same for both the Business Office and the Foundation. You may pick up the forms and receipts from either the Business Office or Foundation depending on the location of your deposit.

### 2. General Procedures

- a. Whenever possible, prior to the deposit, two individuals must count the cash, checks, charges and sign the deposit slip. The cash, receipts, log, and deposit slip shall be placed in the transmittal deposit bag. Each person shall sign the Deposit Slip.
- b. If your event has made arrangements in advance to accept credit card transactions, the sales receipt at the end of the day must reconcile with the batch transaction report at the end of the day. This batch report must be submitted as part of the

- transmittal deposit bag when making a deposit.
- c. If your events are using pre-numbered tickets as a receipt, the tickets must be secured in a secured and locked location. The disbursement of these tickets should be controlled using a log which shows the beginning number and ending number of the series of tickets. A copy of the disbursement log shall be included within the transmittal deposit bag when making a deposit. Best practices also require that two individuals count the tickets when they are received at the campus to validate that the correct number of tickets were received.
  - d. Checks which are received must be individually reported on the deposit slip showing name, date, bank identification, and amount.
  - e. Deposited for the Foundation can be made in the Business Office drop box. These deposits must be identified in advance and picked up by the Foundation the following working day. The Foundation shall count each deposit and issue a receipt showing that the funds were received in the Foundation.
  - f. Enforcement of receipts being issued may be established by placing a sign at the cash counter indicating that Payment is \$\_\_, you must receive a receipt”

### **3. Security**

- a. As required, the individual making the deposit to the Business Office drop safe may request escort by the Sheriffs department. This may have to be scheduled in advance.
- b. Best practices require that all transfers of cash use a locked bag system. In the event that a locked bag is not available an envelope may be used however the envelope must be secured and rubber bands placed around it as to minimize it from opening when it is dropped into the deposit drop safe.
- c. Internal cash management shall include considerations for the location of the cash. Consideration must be made to the physical location of the cash and how safe it is. Best practices require that the cash be locked in a drawer or container.
- d. Consideration must be made if using multiple selling locations with regard to ticket book control and safekeeping. This includes release of the ticket books to individuals, and common descriptions as to what is being filled out for each of the receipts issued.
- e. If the transmittal deposit bag is made to the Foundation or Business Office window, please ask for a receipt from the cashier which shall indicate that the package was received. This receipt must show recipient name, location, date, time, and type of deposit.

- f. Cash which is collected during the event shall be maintained in a safe and secure location. The amount of cash should not exceed \_\_\_\_\_ before a deposit is required. Consideration should be made to provide a safe near to the collection site.
- g. Best practices call for the transmittal deposit bag to be made on the same day as received however, there may be some conditions in which a deposit may not be feasible. In this case, the Business Office Accounting Procedure allows for the deposit to occur the following working day. Please follow procedures to secure a locked container and location in which the transmittal package can be secured.

#### **4. Special Conditions**

- a. In the event of a refund, the event manager must be given clear instructions as to the policy. A receipt for the refund must be issued and shall include the name of the person and phone number on the receipt. This receipt must show the words "Refund." If the policy does not allow for refunds the customer may have to petition for the refund and it shall be mailed to the customer from either the Business Office or from the Foundation.

#### **5. Fundraising by engaging in advertising activities**

- a. All advertising activities must be compliant with Board Rules, Chapter 9, Article 13 <http://www.jaccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleXIII.pdf>. In addition advertising space must indicate the advertiser is not affiliated or endorsed by the District/college (Board Rule 91300.11), and all advertisements must be placed pursuant to a written contract, not to exceed six months (Board Rule 91300.13).
- b. Advertising activities are considered as fundraising and thus must comply with the February 12, 2013 Policies and Procedures for College Fundraising Activities.

#### **6. Specific Locations**

- a. Art Department – Art sale in December of each year in which students donate 40% of the art ware to be sold. Students must submit a donation waver which permits a percentage of the sale to be released to the College. Instructor cannot sell personal art at the sale, this because it creates conflict of interest. Locker sales must be handled though the Business Office. Signs will be posted on lockers explaining the process. Receipts for lockers must be issued.
- b. Community Services – All open recreational and pool activities must follow the same procedures, with locked drawers, issuing receipts, transferring cash in locked bags, filling out deposit slips, and tracking log. Lap passes for the pool must be validated and uniform orders must be made either through the Extension office or Bookstore.

- c. Encore – All donations should be processed by the Foundation. Special events with Theatre productions must follow the same cash, ticket, and cost of resource procedures as normally handled by the Theatre department. Selling tickets for these events shall be managed with receipts and ticket books.
- d. Journalism – Will not use petty cash but instead will submit reimbursement requests to the Business office for payment. Invoices will be submitted for services rendered and payment will be made to the Business Office.
- e. Performing Arts – Cash receipts must be deposited in the Business Office drop safe on a regular schedule from the sale of tickets. Use of Business Office trust accounts must be considered for routine procurement of goods and services for the Theatre. Consideration of third party ticket agencies should also be considered.

**Approved by:**

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Kathleen Burke-Kelly  
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Date

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Rolf Schleicher  
Vice President, Administrative Services

Date

Date: XXXXXXXXXXXXXXXX