Cash Handling Training

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Key UNT Policies

10.006 – Cash Handling Controls

10.024 – Sales & Receipt of Funds

04.007 – Fraud Policy

10.017 – Petty Cash, Demand Deposits, Working Funds
Cash Defined

- Currency/Coin
- Bank Drafts, Personal, Traveler’s & Cashier checks
- Automatic Clearing House (ACH) transactions
- Electronic Funds Transfers (EFTs)
- Money Orders
- Credit/Debit Card Transactions
Cash Handlers’ Requirements

Step 1:  
**Cash Handling Controls Training**  
- Complete Annually  
- Document in EIS (PeopleSoft)

Step 2:  
Formally authorized by department utilizing “Cash Handling Authorization Form”
Cash Handling Procedures

Includes:

Authorization of Persons to collect cash

Separation of Duties

Off-site Cash Collection Procedures (if applicable)

Maintenance of Receipt Logs

Security and Reconciliation of Cash

Delivery of Approved Cash Deposits to SAUCS

Office Over/Short Procedures

Event of Fraud Procedures

Record Retention Procedures

Template: www.Budget.unt.edu
Safeguarding Cash

**Secured Location:**

Must have an actual safe with combination lock

Safe needs to be attached to the facility
Accepting Checks

- Payable to the University of North Texas
  - Endorsed upon receipt
  - Current date (not post dated)
Deposits

Requirements:

• Only accept US Currency and Coins
• Use Department Deposit Form
• Transport in a locked or tamper proof bag concealed in a nondescript bag

All cash received must be deposited within three business days
Great to know:

- SFS Normal Hours 8:15am – 5:00pm, Monday through Friday

- If deposit needs to be processed immediately need submit before 3:30pm

- Express window option for drop offs only

- Brittany Nichols, Head Cashier ext. 3220
Receipts

Issue receipt for each transaction

All receipts must be approved by SFS (maintain documentation indicating SFS approval)

Receipts should include the following:

✓ Payer’s name
✓ Form of payment (if check, check # should be included)
✓ Amount paid
✓ Date of payment
✓ Service/product rendered
✓ Initials of persons processing the transaction

Receipt Log
Counterfeit Currency

Check the Following:
• Paper
• Portrait
• Watermark
• Security Strip

Use Counterfeit Pen
Reconciliations

Types:

• Fund Balance

• Daily Sales

Great to Know:

Daily Sales – Daily cash & check receipts should equal deposits
Cash Variances

Cash variances should be reported

Cash variances should be tracked

Written record of overages/shortages must be maintained
Refunds

No refunds from cash funds

Refunds

- Processed through accounting
- Paid via check
Additional Resources and Contact Information

budget.unt.edu

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