Cash Controls Cheat Sheet

- Policy References:
  - 10.006 – Cash Handling Controls
  - 10.017 – Petty Cash, Demand Deposits, Working Funds
  - 10.024 – Sales and Receipt of Funds
  - 10.029 – Refunds
  - 04.007 – Fraud

- “Cash” refers to currency/coin, checks, bank drafts, Automatic Clearing House (ACH) transactions, Electronic Funds Transfers (EFTs), money orders, traveler’s checks, cashier’s checks, or credit/debit card transactions.

- Cash Control Training must be attended annually and Cash Handling Authorization form must be completed for each employee.

- Each department that handles cash must develop written procedures for separation of duties.
  - Separation of duties must be 3 people deep.
    - Collecting Cash
    - Maintaining Documentation
    - Preparing Deposits
    - Reconciling Records

- Cash must be kept in a secured location, meaning a safe attached to a fixture!

- Checks must:
  - Be made payable to UNT
  - Be endorsed upon receipt
  - Have current date
  - Have written line and number amount match
  - Be signed

- Deposits must:
  - Be made within 3 business days
  - Be transported in either a lock bag or tamper evident bag which is inside of another bag (tote, backpack, purse, etc.).

- Cash on hand and cash deposited must equal actual receipts at all times!

- Receipts:
  - Regular sales = must issue receipt every payment
  - Occasional sales = must issue receipt with every payment OR keep sufficient transaction detail such as a log

- Counterfeit – check paper, portrait, watermark, and security strip. Counterfeit pen is encouraged on $20 and larger.

- Overages/Shortages must:
  - Be reported to supervisor at end of daily closing
  - Be investigated if in a single incident or in aggregate during one-month period in the amount of $25 under the control of a single employee or student.
  - Have maintained written documentation.

- Fraud or theft must be reported to Internal Audit and the UNT Police on the day of occurrence.

- Petty Cash/Change Fund must:
  - Be kept in safe, not locked drawer.
  - Be reconciled at end of day funds are used.
  - Have maintained written documentation.
  - Be balanced at all times.

- Refunds:
  - Do not issue refunds from petty cash or change fund!
  - Tuition to SAUCS
  - Non-student fees to BSC/Procurement