

UC Santa Barbara
Policies
Issuing Unit: Administrative Services

Policy 5240

Date: January 1, 1986

CAMPUS CASHIERING

I. REFERENCES:

- A. University of California Business and Finance Bulletins BUS 28, Property, Equipment, Money and Security Losses as a Result of Fire, Theft, or Other Causes; G-29, Definition of Responsibilities Pertaining to Known or Suspected Defalcation; IA-403, Internal Control Standards, Issuance and Control of Operating Cash Funds; G-12, Bank Deposit Receipts.
- B. UCSB Policies Manual, Policy 5250, Operation of Change Funds.
- C. UCSB Policies Manual, Policy 5255, Operation of Petty Cash Funds.

II. POLICY:

A. Definitions:

Cash: the term cash includes all negotiable items, i.e., checks, currency, credit card recordings, coins, etc.

Major Cashiering Station: One for which official operating cash funds are issued and collections are transported directly to the bank for deposit; for example, the Central Cashier in Cheadle Hall and the University Center Cashier.

Subcashiering Station: One for which an official operating cash fund was issued to the cashier in charge, and collections are transported to a Major Cashiering Station for deposit; for example, Arts and Lectures, Intercollegiate Athletics, Parking Services, Recreation.

Special Cashiering Station: One for which an official operating cash fund may or may not be issued; collections are transported to a Major Cashiering Station for deposit; the volume of cash collections generally is smaller than that of a Sub cashiering Station; cash collection activity tends to be intermittent; for example, Admissions, Graduate Division, Public Information, Registrar.

B. Responsibilities:

The UCSB Business Services Office is responsible for the coordination of all campus cashiering operations, including ASUC operations, which are insured under the University's Dishonesty, Destruction, and Disappearance Bond (3-D).

C. Implementation:

The following guidelines shall be implemented to the maximum degree practicable:

1. Cash Receiving and Recording:

- a. Individual accountability for cash will be maintained throughout all campus cashiering operations. All transfers of cash accountability will be documented.
- b. Checks will be made payable to The Regents of the

University of California, the Associated Students, or the Campus Bookstore.

- c. Checks will be endorsed for deposit when received at an official cashiering station.
 - d. Checks will be recorded when received and arrangements will be made whenever practicable for direct delivery to the Main Cashier for checks received through the mail.
 - e. Mailed-in remittances, received at official cashiering stations, will be handled in an area separate and secure from other cashiering operations, and each cashier to whom such remittances are transferred for recording will be required to reconcile to totals determined by the mail remittances clerks.
 - f. Reductions of recorded cash accountability (i.e., "voids" or "refunds") will be supported by all copies of the document involved, explained, and approved in writing by the supervisor.
 - g. Collections not recorded on register equipment will be recorded on official University prenumbered receipts.
 - h. The counting of cash should not be visible to customers or others from outside the office.
 - i. If electronic-mechanical or electronic cash registers are not in use, a report of distribution of cash collections will be prepared and sent to the campus Accounting Office each day.
 - j. All cash register equipment acquisitions will be submitted to the Vice Chancellor, Administrative Services, for approval as to compliance with Office of the President guidelines.
2. Check Cashing (applicable only to the Central Cashier's Office in Cheadle Hall):
- a. Personal Checks:
 - (1) Personal checks may be cashed, subject to availability of funds, for faculty and staff only at the Central Cashier's Office in Cheadle Hall.
 - (2) All checks must be made payable to The Regents of the University of California.
 - (3) The maximum amount of the check may not exceed \$50.00.
 - (4) A service charge of 25 cents will be collected for each check cashed.
 - (5) The maker of the check will sign and date on the reverse side for the amount of cash transferred.
 - (6) In accordance with University regulations, a collection fee of \$10.00 will be charged for any check that does not clear the bank, unless the bank admits an administrative error on its part.
 - b. University Checks:

Checks issued by the University to faculty and staff for travel advances, reimbursement, services, or other purposes will be honored as above within the limits of the fiscal ability of the Cashier.

3. Depositing:

- a. Collections of Major Cashiering Stations will be deposited intact daily. Collections at Sub cashiering and Special Cashiering Stations will be deposited at the designated Major Cashiering Station at least weekly, or whenever collections exceed \$2,000.00.
- b. Deposits will be adequately safeguarded by the Campus Police while in transit.
- c. A report of cash collections will accompany each deposit from a Sub cashiering Station. A copy of this report with supporting detail (cash register tapes, copies of handwritten receipts, "voids," etc.) will be forwarded directly to the Accounting Office by the Sub cashiering Station on the day of the deposit. A three-part deposit advice form with the yellow copy of any official receipts issued will accompany the deposit from Special Cashiering Stations to the Central Cashier.
- d. A report of cash recorded, cash deposited, and cash over and short, accompanied by the supporting details, will be sent to the campus Accounting Office daily.

4. Physical Security:

- a. Money or securities kept overnight must be in a locked safe. Such safes are to be rated minimum of fireproof with a combination lock.
- b. To meet minimum insurance standards, the use of a Class "ER" or "TL-15" burglary-proof safe is required for amounts over \$7,500. If \$25,000 or more is stored, then an alarm system will also be installed on all safes/vaults.
- d. A manual hold-up panic alarm system is to be installed on counters, Supervisor's desk, and Manager's desk where money in excess of \$1,000 is stored to alert Campus Police if an irregularity occurs during business hours.
- e. Opening and closing of cashiering offices is to be done only when a second person is present to observe the general area.
- f. Possession of the combination of safes is to be restricted to supervisory personnel who will memorize the combination of the safe. Recordings of combinations should be maintained away from the safe area.
- g. Safes should be opened in such a manner that other cashiering personnel cannot observe the combination.
- h. Safes will be locked between deposits during business hours.

- i. The combination of safes must be changed whenever a person having the combination is no longer employed in that cashiering office. In any event, combinations should be changed once a year. For audit purposes, a file should be maintained showing dates combinations are changed and reasons for change.
 - j. Each cashier is to be provided with a separate lockable compartment to which only he has access.
 - k. Funds or property not related to the operation of the Cashier's Office are not to be stored in the safe/vault.
 - l. The Central Cashier's Office provides a night depository if cash turn-ins after hours are necessary. Contact Central Cashier's Office or Police Department for access.
 - m. If turn-ins exceed \$7,500 during business hours, the cash must be deposited at a Major Cashiering Station.
5. Applicants for Employment:
- Prospective Cashier's Office employees and those currently employed are required by the Staff Personnel Office to complete a "Fidelity Bond Application Form" and to be fingerprinted.
6. Training:
- It is the responsibility of the appropriate supervisor that all cashiers have received the following training and education: public contact, consequence of error, security of funds, time requirements, accuracy of work, and observance of internal control standards.
7. Reporting of Losses:
- Known or suspected defalcations as well as mysterious disappearances of money or securities will be reported promptly, according to UCSB Policy 5700. Losses from robbery and burglary must be reported promptly in accordance with UCSB Policy 5275.
8. Cash Counts:
- The Accounting Office will perform semi-annual cash counts in accordance with the guidelines established in Business and Finance Bulletin BUS-49.
9. Change Funds:
- Cash received from the bank will be counted upon receipt and verified against amount requested. The bank should be notified immediately of cash over or short by telephone and confirmed by memo.

For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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