



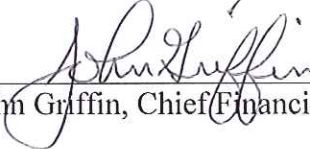
The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Procedure Number: AC016

Date: September 8, 2006

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John Griffin, Chief Financial Officer

Title: Procedure for cash receipts and separation of duties within the Accounting office.

Statement

This procedure is established to document the cash receipts process and separation of duties.

Purpose

To provide The University Corporation, (TUC), with: a) the procedure for receipting, processing, and depositing daily receipts and b) documenting separation of duties and internal controls.

Procedure

There are three avenues by which money comes into TUC. The three avenues and the respective processing method for each are described below:

Receipts (By Mail):

1. Incoming mail is processed once a day.
2. Checks are endorsed when preparing check log. Individual checks and check batches are recorded on the Cash Receipts Log. (Attachment 1) Front desk personnel will make a copy of all checks received, except when the batch exceeds 10 checks.
3. Designated personnel complete the Cash Receipts Log by ensuring that all checks are recorded in the log. The log is signed (Prepared By) and a photocopy is filed at the front desk. When known, the front desk clerk will indicate the fund or program that the check relates to. Copies of the checks that require G/L coding are distributed to the respective departments.
4. Original checks, check copies, and the Cash Receipts Log are forwarded to the Associate Director of Accounting.
5. The Associate Director verifies the checks and copies by notating on the log the type of check or fund the check pertains to and then signs the (Reviewed By) box. After verification all checks and check copies are placed in the safe where they are filed by fund. A copy of the Cash Receipts Log is forwarded to the Cash Room Technician.
6. The Cash Room Technician retrieves the coded copies and checks from the safe and a receipt is issued for each account. Receipt numbers are posted to the Cash Receipts Log.

Receipts and check copies are forwarded to the Accountant for input into the general ledger. A copy of the completed log is kept in the cash room.

7. The Cash Room Technician prepares the bank deposit, scans checks, seals the deposit in a bank deposit bag, and places the bank deposit bag in the safe. A signed copy of the Cash Receipts Log is filed in the deposit book.
8. Cash Room personnel lock the bank deposit bag in the cash room safe until an armored guard service transports the deposit bag to the bank.

Receipts (Front Desk):

1. One (1) receipt book is utilized at the front desk for parking decals and is kept in the front counter drawer. Parking decals are kept in a folder in the Human Resources office.
2. Parking receipts are numbered and in triplicate; the white copy is issued to the customer; the pink and yellow copies remain in the receipt book.
3. Receipts contain the following information:

Date	Department
Name	Purpose of payment
Amount	Parking decal number
Check or cash	Account number
Check number	Receiver's signature
4. Checks presented at the front desk pertaining to workshop and agency funds must be accompanied by a Cash Transmittal Form (attachment 2). The Cash Transmittal Form is time/date stamped using the rapid print machine and copied. The copy is given as a receipt. Front desk personnel will make a copy of all checks received not pertaining to workshops and agencies.
5. Checks and cash presented at the front desk in payment of the CSUN meal plan will be received by the Receptionist. The Receptionist takes the completed meal plan form, verifies the payment (counts the money) and transfers the information from the form to the receipt book along with the payment information. A written receipt will be given to the customer and the checks/cash are given to the Meal Plan Administrator. (See TUC procedure CO007)
6. Checks are endorsed upon receipt.
7. Cash and checks collected are kept in a locked drawer during the day.
8. Once a day usually after the mail is received, accounting personnel complete the Cash Receipts Log by ensuring that all checks and cash are recorded in the log. The log is signed (Prepared By) and a photocopy is filed at the front desk.
9. Original checks, check copies, cash, and the Cash Receipts Log are forwarded to the Associate Director of Accounting.
10. The Associate Director of Accounting verifies the checks and copies by notating on the log the type of check or fund the check pertains to and then signs the (Reviewed By) box. After verification all checks, check copies, and cash are forwarded to the Cash Room Technician.
11. Front Desk clerk distributes the check copies to the respective departments to ensure proper account coding. The coded copies are returned and a receipt issued for each account. Receipt numbers are posted to the Cash Receipts Log. Receipts and check

- copies are forwarded to the Accountant for input into the general ledger. A copy of the completed log is forwarded to the front desk.
12. The Cash Room Technician prepares the bank deposit and scans the checks for deposit. A signed copy of the Cash Receipts Log is filed in the deposit book.
 13. An armored guard service transports the deposit bag to the bank if necessary (most deposits are scanned to the bank).

Receipts (Wire Transfers):

1. Wire transfers are received for grants and from TUC investment accounts.
2. The Supervisor of Sponsored Projects Administration receives a copy of daily bank notices of wire transfers for grants and prepares a journal entry to record the wires into the general ledger when the wire pertains to more than one account. A copy of the JE is placed in the grant file. When the wire pertains to only one account the Cash Room Technician prepares a written receipt, which is recorded into the general ledger by the Accountant, and a copy is placed in the grant file.
3. The Associate Director of Accounting or the CFO will prepare a journal entry for wire transfer receipts from TUC investment accounts.

Safe Access:

1. Access to the Accounting Department safe is restricted to the CFO, the Associate Director of Accounting, one Accounting Tech III (Maryann Camarillo only). The safe is opened periodically (see Safe Policy and Procedure) throughout the day so that the daily cash receipts can be placed in it for safekeeping.

Bank Reconciliation:

1. The A/R Accounting Technician prepares the bank reconciliation for North Campus. The TUC Accountant prepares the bank reconciliation for the TUC operating account.
2. The reconciliation is performed using the general ledger and bank statement.
3. The Associate Director of Accounting reviews the bank reconciliations and signs them.