
POLICY:	CASH HANDLING POLICY
EFFECTIVE DATE:	APRIL 12, 2004
REVISED DATE:	DECEMBER 11, 2015
APPROVAL DATE:	NOVEMBER 5, 2021

DEFINITIONS

Deposit:

Funds to be placed in designated account

Expenditure Request Form (ERF):

ASI form used to document request for payment or reimbursement.

Financial Statements:

Written records that convey the business activities and the financial performance of the organization.

Reconciliation/Reconcile:

The process of ensuring that two sets of records (usually the balances or figures of two accounts) are in agreement.

PURPOSE

The purpose of this policy is to ensure the secure collection and verification of petty cash, timely deposits, and reconciliation to the Associated Students, Inc. of California State University San Marcos (herein called ASI) financial statements.

POLICY

- I. ASI follows California State University San Marcos (CSUSM) Cash Handling policies as outlined in related documents.

PROCEDURE

- I. ASI Petty Cash Funds
 1. An ASI Professional Staff member shall be designated by ASI Executive Director as ASI Cash Handler and oversee documentation processes to CSUSM and internally within ASI
 - a) Designated cash handler will receive cash handling training from CSUSM Cashier's Office.
 - b) Only after this training will the designated ASI Professional Staff member have access to ASI cash box.

2. ASI Cash Box is to be locked inside the office of ASI Cash Handler. Access to this office will be granted only to ASI Cash Handler and ASI Executive Director.
3. ASI Cash Box will not exceed \$300 at any point.
4. ASI Cash Handler will reconcile cash box on a monthly basic including documentation of denomination of dollars and coins. Additional ASI employee will sign off on reconciliation.
5. ASI Cash Handler will email CSUSM Cashier's Office when cash box total falls below \$50 to replenish funds.
 - a) Email shall contain the reconciliation of the cash box including Expenditure Request Form (ERF) requests and signed petty cash vouchers.
6. CSUSM Cashier's Officer notifies ASI Cash Handler via email when funds are ready to be picked up at CSUSM Cashier's Office.
7. ASI Cash Handler will pick up funds and place in a sealed, locked banker bag during transportation back to ASI cash box.

II. ASI Checks

1. ASI checks to be deposited following CSUSM Cash Handling policies and timelines.
2. All checks received by ASI for deposit are stamped and endorsed by ASI Cash Handler.
3. Deposit form along with the endorsed check are submitted to the CSUSM Cashier's Office for processing.

RELATED DOCUMENTS

- I. CSUSM University Cash Handling Policy
https://www.csusm.edu/policies/active/documents/university_cash_handling.html
- II. CSUSM Cash Handling Procedures
https://www.csusm.edu/sfs/documents/cash_handling_procedures.pdf
- III. CSU Campus Administration of System Wide Cash Management Policy
<https://calstate.policystat.com/policy/8542863/latest/>
- IV. Sensitive Positions and Cash Handling
<https://calstate.policystat.com/policy/6606953/latest/>
- V. Segregation of Cash Handling Duties
<https://calstate.policystat.com/policy/6606839/latest/>
- VI. Acceptance of Cash and Cash Equivalents
<https://calstate.policystat.com/policy/8666121/latest/>
- VII. Physical Protection of Cash and Cash Equivalents
<https://calstate.policystat.com/policy/8666121/latest/>
- VIII. Debit/Credit Card Payment Policy
<https://calstate.policystat.com/policy/8670322/latest/>
- IX. Returned Receipts
<https://calstate.policystat.com/policy/7487106/latest/>
- X. Bank Reconciliations
<https://calstate.policystat.com/policy/8543148/latest/>
- XI. Petty Cash and Change Funds
<https://calstate.policystat.com/policy/6600424/latest/>