

ASI & Student Organizations Cash Handling

August, 2023

About Me

Worked at CSUSM for 20 years

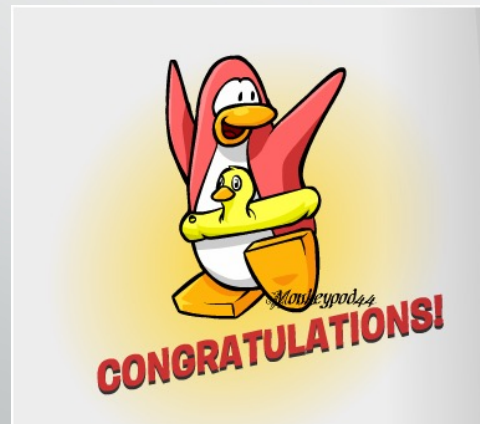
Entire career with Finance and Administrative Services Division

Cash Handling Specialist since July 1, 2022

Welcome to Cash Handling

➤ Congratulations on making the decision to be an Executive Officer for your club or organization!


➤ Now what?



Rules, Rules, Rules



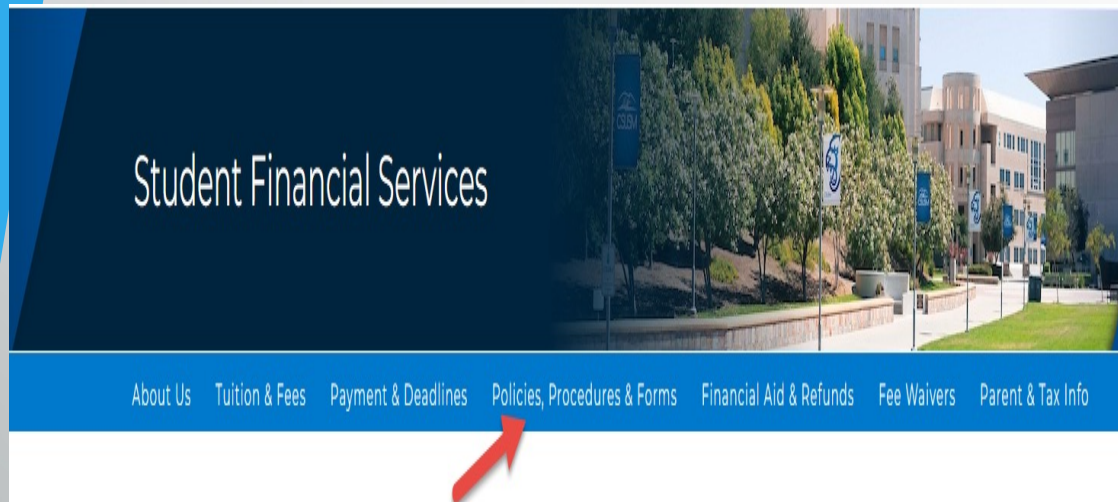
- Procedure in place to:
 - Ensure compliance of rules and regulations;
 - Ensure safe and proper handling of fund(s) that are received for your organization;
 - Not put your organization in danger of being rescinded;



CSUSM Cash Handling Procedures

- www.csusm.edu/sfs

Student Financial Services (A.K.A. “Cashier’s Office”)



- Click on Policies, Procedures & Forms
- A drop-down menu will appear
- Click on “Staff Procedures”

Staff Procedures

The screenshot displays the 'Student Financial Services' website. The main navigation bar includes links for 'About Us', 'Tuition & Fees', 'Payment & Deadlines', 'Policies, Procedures & Forms', 'Financial Aid & Refunds', 'Fee Waivers', and 'Parent & Tax Info'. The current page is titled 'Staff Procedures' and features a breadcrumb trail: 'HOME // Policies, Procedures & Forms // Staff Procedures'. A sidebar on the left lists 'POLICIES, PROCEDURES & FORMS' with sub-items: 'Student Account Policies', 'Staff Procedures' (highlighted with a red arrow), 'University Cash Handling', 'Pay Warrant Distribution', 'Payments to Students', and 'Staff Forms'. Below the sidebar, contact information for Student Financial Services is provided: (760) 750-4490, sfs@csusm.edu, and Monday - Friday, 8:00 AM - 5:00 PM. The main content area contains five icons with corresponding labels: 'University Cash Handling' (money bag), 'Pay Warrant Distribution' (envelope with dollar sign), 'Payments to Students' (hands holding a graduation cap and dollar sign), 'Installment Payment Plans' (calendar with dollar sign), and 'Student Financial Services' (hand holding a graduation cap).

Student Financial Services

HOME // Policies, Procedures & Forms // Staff Procedures

POLICIES, PROCEDURES & FORMS

- Student Account Policies
- Staff Procedures**
- University Cash Handling
- Pay Warrant Distribution
- Payments to Students
- Staff Forms

Student Financial Services
(760) 750-4490
sfs@csusm.edu
Monday - Friday, 8:00 AM - 5:00 PM

Staff Procedures

- University Cash Handling
- Pay Warrant Distribution
- Payments to Students
- Installment Payment Plans

Cash Handling Procedures

The screenshot shows a university website page with a blue navigation bar at the top containing links for 'About Us', 'Tuition & Fees', 'Payment & Deadlines', 'Policies, Procedures & Forms', 'Financial Aid & Refunds', 'Fee Waivers', and 'Parent & Tax Info'. The breadcrumb trail reads 'HOME // Policies, Procedures & Forms // Staff Procedures // University Cash Handling'. The main heading is 'University Cash Handling'. Below it, a paragraph states that Student Financial Services and the Cashier's Office serve as the main cashing location. A bulleted list of duties follows, including accepting payments, processing deposits, establishing collection sites, training satellite sites, performing audits, and reimbursing petty cash. A sub-heading 'Cash Handling Procedures' is followed by a paragraph about departmental responsibilities. At the bottom, a table lists three procedures: 'Accounts Receivable Management Procedures', 'Cash Handling Procedures' (highlighted with a red arrow), and 'Credit/Debit Card Acceptance Procedures'. A sidebar on the left contains a 'Policies, Procedures & Forms' menu with 'University Cash Handling' selected, and contact information for Student Financial Services.

HOME // Policies, Procedures & Forms // Staff Procedures // University Cash Handling

University Cash Handling

Student Financial Services and the Cashier's Office serve as the Main Cashing location for the university. As the Main Cashing location, Student Financial Services performs the following duties:

- Accepts and processes payments for students
- Accepts and processes departmental deposits for the campus community
- Accepts, reviews, and processes requests to establish cash collection sites
- Accepts, reviews, and processes requests to establish credit card channels (accept credit/debit cards)
- Provides cash handling training for satellite cash handling sites
- Performs annual audits of approved cash handling sites to ensure compliance with procedures
- Reimburses petty cash and change funds
- Updates and maintains documentation for approved cash handling sites (approvals, custodians, changes in supervising managers or custodians, etc.)

Cash Handling Procedures

Departments and individuals who handle cash or process credit/debit cards must review and remain aware of current campus procedures related to cash handling.

| Procedure | Description |
|---|---|
| Accounts Receivable Management Procedures | Management of accounts receivable, including safeguarding, collection, and debt write-offs. |
| Cash Handling Procedures | Accepting, depositing, and safekeeping of cash and cash equivalents. |
| Credit/Debit Card Acceptance Procedures | Acceptance of credit/debit cards, including PCI data standards. |

POLICIES, PROCEDURES & FORMS

- Student Account Policies
- Staff Procedures**
 - University Cash Handling**
 - Pay Warrant Distribution
 - Payments to Students
- Staff Forms

Student Financial Services
(760) 750-4490
sfs@csusm.edu
Monday - Friday, 8:00 AM - 5:00 PM

Dual Custody

- What does Dual Custody mean?
- At least 2 people involved in:
 - Receipt
 - Process/Verification
 - Deposit



Receiving

Make sure whomever is touching cash or cash equivalents are authorized to do so (Executive Committee has been trained);



Receive funds

Check mail at campus on a regular basis.

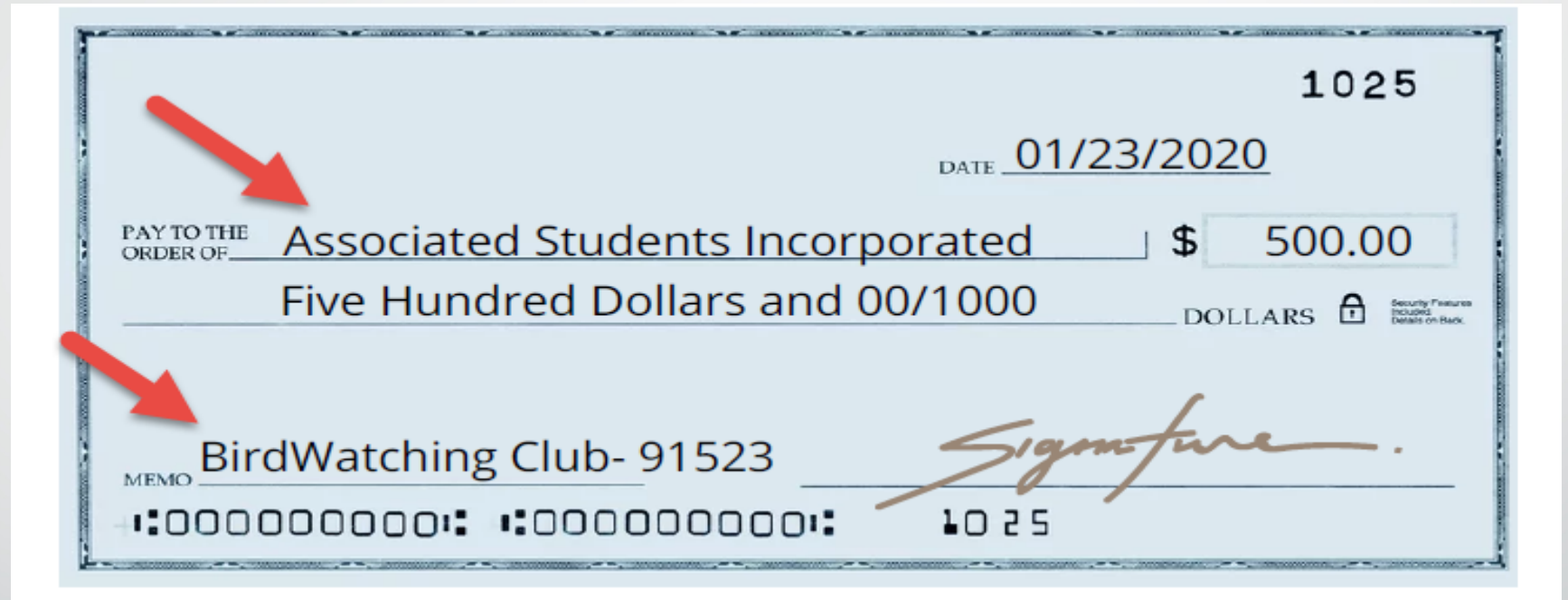
Funds are not to be mailed to your house/apartment.

Make sure person/vendor sending funds has the correct mailing address and attention to. Avoid check(s) going here, there, and everywhere.

Have a record of what is received and when it is received.

Sign deposit form as receiver of funds.

Checks



- **Must be made out to ASI**
- **Must have which club/org check is for**

Addressing Envelopes for Checks

Attn: YOUR ORG NAME

Student Leadership & Involvement Center, USU 3600
CAL STATE UNIVERSITY SAN MARCOS
333 S TWIN OAKS VALLEY ROAD
SAN MARCOS, CA 92096-0001

- Noting what CSUSM Club/Org is especially important for fundraising vendors (i.e. Raising Canes or Eventbrite) as they do a lot of business with many of our Clubs/Orgs.
- We want to diminish the “Whose Check Does This Belong To” emails/tracking.

Log to Record Checks/Cash Received (Excel Spreadsheet)

| CSUSM | | | | | | |
|---------------------------------------|---------------|---------|------------|------------|-------------|--------------------------------|
| Org Name: (Insert Org/Club Name here) | | | | | | |
| FY 2023/2024 | | | | | | |
| Date Received | Received From | Check # | Check Amt. | Cash Rec'd | Total Rec'd | Comments |
| Examples: | | | | | | |
| 09/15/2023 | Raising Canes | 1234 | \$ 500.00 | \$ - | \$ 500.00 | 08/30/2023 Fundraiser |
| 09/15/2023 | Eventbrite | 4567 | \$ 500.00 | \$ - | \$ 500.00 | 09/01/2023 Fundraiser |
| 09/15/2023 | Jim Smith | 5678 | \$ 250.00 | \$ - | \$ 250.00 | Donation |
| 09/15/2023 | Jane Jones | 2345 | \$ 250.00 | \$ 150.00 | \$ 400.00 | Tournament Fees for Mike Jones |
| | | | | | | |

Sample Check/Cash Log

Processing/Verifying

Make sure person processing/verifying is authorized to do so.

Confirm the funds – count and ensure you physically have is exactly what is on the deposit form.

Sign deposit form as Verifier of funds.

Depositing

Do deposits within 24 hours of receipt.

Sign form as depositor and this person would bring the funds to the Cashier's Office to deposit the funds.

Cashier's Office is open Mon – Fri 8:00 am – 5:00 pm. When Cashier's Office is open deposit with Cashier.

If you need to deposit outside of Cashier's hours, there is a dropbox located on the outside wall of Student Financial Services (in Tukwat Courtyard – on the Southwest wall)

ASI Deposit Slip Bottom Portion (Signatures)

| AUTHORIZATION | | | | |
|--------------------------|-----------------------|----------------------|---------------------|--------------------|
| Patty Hanks | <i>Patty Hanks</i> | phanks@csusm.edu | 760-750-4556 | 08/16/2023 |
| Collected By Name | Signature | Email Address | Phone Number | Date Signed |
| Malia Tirado | <i>Malia K Tirado</i> | mtirado@csusm.edu | 760-750-4493 | 08/16/2023 |
| Verified By Name | Signature | Email Address | Phone Number | Date Signed |
| Patty Hanks | <i>Patty Hanks</i> | phanks@csusm.edu | 760-750-4556 | 08/16/2023 |
| Deposited By Name | Signature | Email Address | Phone Number | Date Signed |

Deposit Slip will need to have 3 signatures – must be comprised of at least 2 Executive Committee names to show dual custody.

Security of Funds



- Only authorized people can be touching cash & cash equivalents.
- Cash & cash equivalents must be secured in a locked receptacle or cash box.
- Cash box should never be left open when not in use or left unattended.
- Checks must be endorsed the day they are received or deposited to the Cashier's Office the same day if unable to endorse.

POLICE ESCORTS

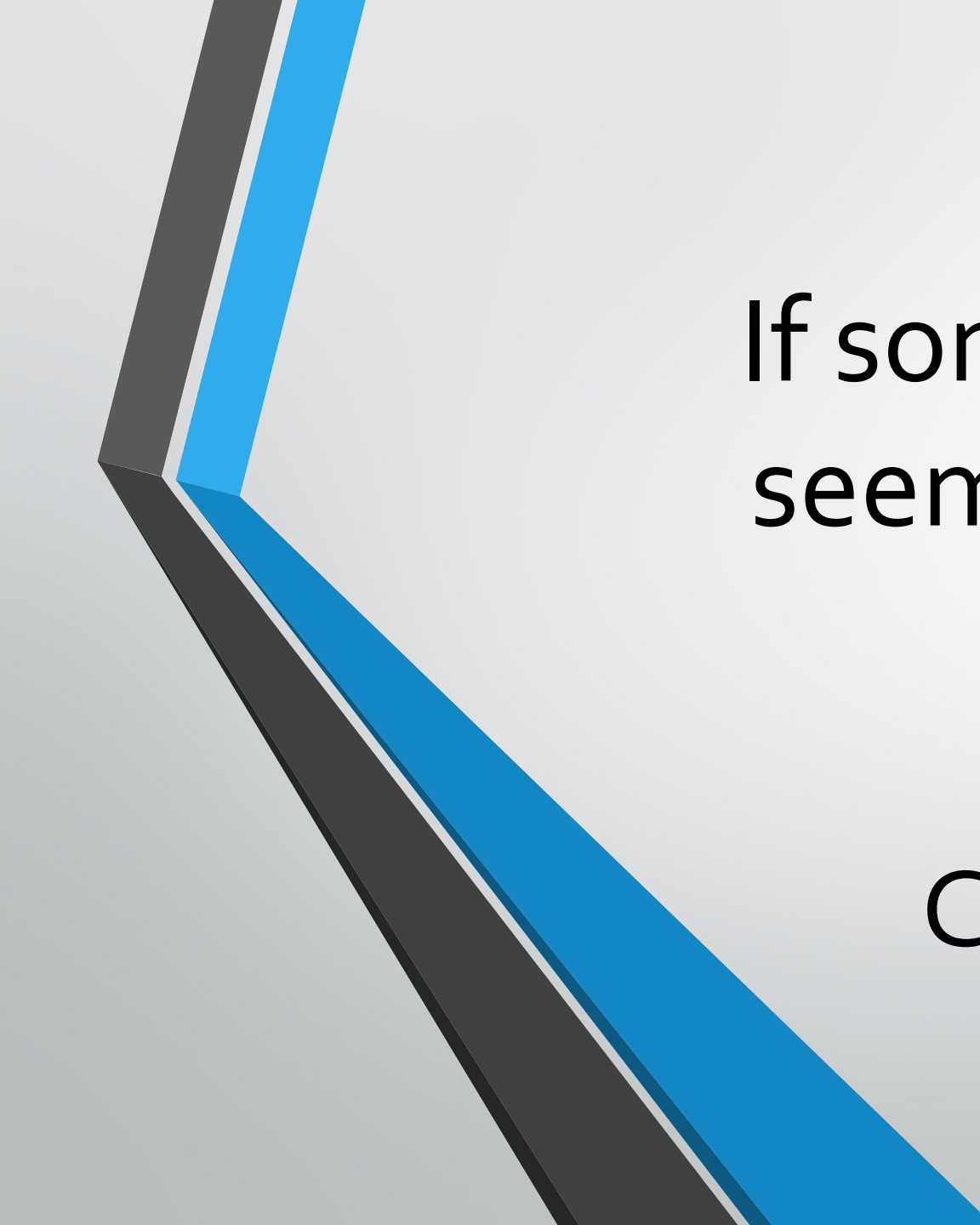


- If you receive \$1,000 or more in cash, you **MUST** get a police escort to the Cashier's Office.
- UPD non-emergency phone number is 760-750-4567.

Reminder



Keep your Officer list in Presence updated!
I rely heavily on it when I am reviewing all of the
deposits.



If something does not
seem/feel right....Say
Something!

Communicate to SLIC
Office or to me.



My Contact Information

- Email: cashhandling@csusm.edu
- Phone: 760-750-4556.
- Administration Building, 3rd Floor, Cougar Central



Questions?