



Operating Protocol & Procedure

Details:

Number: 410

Title: Cash Handling

Category: Fiscal

Office of Primary Responsibility: Fiscal Operations-Controller's Office

Approval Date: 3/30/15

Effective Date: 3/30/15

Revised: 12/14/20

Purpose:

To establish guidelines for cash handling by departments, offices, and clubs in order to be in compliance with state fiscal rules.

Applicability:

All employees, staff, faculty, and student organizations. This operating protocol applies to all college funds, including auxiliary, grant and student club accounts, regardless of the source or purpose of funds received.

Definitions:

None

References:

[System Accounting Procedures 10 \(SAP-10\), Internal Controls Over Cash Receipts](#)
[Colorado State Fiscal Rules Chapter 6, Cash](#)

Attachments:

None

Operating Protocol:

PCC must comply with Colorado State Fiscal Rules 6-1 – 6-8 and Colorado Community College System Accounting Procedures, Internal Controls Over Cash Receipts, (SAP-10); therefore all departments and/or student organizations responsible for handling cash (receipts and deposits) must first receive authorization from the College Controller and follow the guidelines stated below.

Procedure:

1. All departments responsible for handling cash (receipts and deposits) must first receive authorization from the College Controller. The Controller or designee and the Org Code Owner will both sign the Cash Handling Authorization form (provided by the Controller). The form documents the authorization for the department to accept payments and indicates that they have read, understand, and agree to follow college guidelines (provided by the Controller) for handling cash and receiving payments. These guidelines include both these Cash Handling Procedures and the State Fiscal Rules.

2. All personnel responsible for handling cash must submit the Cash Handling Authorization form to the Controller's Office.
3. All deposits (cash, checks, credit card payments) must be physically secured and opened only under dual Custody.
4. Deposits must be delivered within three (3) business days to the Cashier Office.
5. All checks must be endorsed upon receipt. Endorsement stamps can be obtained from the Cashier Office
6. Each deposit to the Cashier Office must be accompanied by a completed deposit slip (found on the Portal on the "Forms" tab or in the Cashier Office).
7. The Controller's Office will perform periodic audits of the deposits to ensure the cash control procedures are followed.
8. All credit card charges should be processed by the Cashier Office unless specifically approved by the Controller's Office.
9. Deposits must be reviewed by the org owner in the Banner Finance System to ensure the deposit is posted timely and for the correct amounts.
10. A copy of all checks, revenue logs, or pre-numbered manual receipts will be retained by the department for audit evidence.
11. Deposits are maintained under dual custody from receipt until they are received at the Cashier Office.
12. Change funds shall not be used for expenditures of any kind and may only be used to make change when cash receipts are accepted from the public per State Fiscal Rule 6-1.

For further guidance please see [System Accounting Procedures 10 \(SAP-10\), Internal Controls Over Cash Receipts](#).