


Subject: Cash Management and Bank Accounts Policy	Department Name: Business & Finance	Effective Date: August 1, 2011
	New Policy	Issue Date: Approval: Hamid Shirvani 

A. Purpose

It is the policy of the California State University (CSU) that each Campus President is responsible for conducting all campus cash management activities in accordance with the policies and procedures established by the CSU Executive Vice Chancellor/Chief Financial Officer and/or his/her delegates. The President may delegate the responsibility for all cash management operations on the Campus to the Campus Chief financial Officer (CFO). This policy governs cash management for funds maintained by the University Chief Financial Officer to meet objectives to safeguard cash assets, provide effective and efficient cash control procedures that insure timely deposit of funds and payment of vendor invoices, and maintain sound fiscal management as it relates to University and related entity cash. This policy complies with the Integrated California State University General Accounting policy Segregation of Cash Handling Duties number 3102.02, Acceptance of Cash and Cash Equivalents number 3102.03, and Physical Protection of Cash and Cash Equivalents policy number 3102.04.

B. Scope of Policy

This policy applies to any University department or related entity that uses the University's name, initials, logo, mascot or address, including student clubs and organizations and affiliated organizations. It also applies to the financial units responsible for the proper cash control of funds deposited with the University or one of the University's recognized auxiliaries as well as the cash management of funds maintained by the University.

C. Definitions

Auxiliary: Legal and business entities that have been established and organized by the CSU pursuant to the California Education Code, Division 8, Part 55, Chapter 7, Section 89900 et seq. and pursuant to the California Code of Regulations, Title 5, Division 5, Subchapter 6

Campus Cash Handling Coordinator: the CSU Stanislaus Director of Student Financial Services.

Cash: United State currency and coins.

Cash Control: Segregation between accountability and custodianship that might be demonstrated through the use of a safe, receipting and disbursing systems, locked box, pre-numbered cash receipt or cash handling procedures.

Cash Equivalent: checks and electronic fund transfers.

Chief Financial Officer (CFO): CSU Stanislaus Vice President of Business & Finance (Chief Financial Officer).

University: California State University, Stanislaus

D. Policy

State law and relevant California State University (CSU) policy require that all money received for goods, services or donations by the University, or any entity connected with the University be deposited in accounts approved by the University's Chief Financial Officer (CFO). Accordingly, it is this institution's policy that all funds received by University related entities, including University departments, affiliated organizations, and student clubs and organizations, be deposited in accounts maintained by the University CFO, one of the University's recognized auxiliaries, or other banking institutions approved by the University CFO, as appropriate. Requests to open and close central depository bank accounts shall be made by the University CFO to the Chancellor's Office for consideration and approval. Within this policy, the CFO shall maintain bank accounts on behalf of the University and related entities including Auxiliaries. The collection of funds, regardless of depository, must be conducted in a manner that facilitates proper cash control. All funds will be used in a manner consistent with relevant State, CSU, or campus policy.

E. Responsibilities

The University CFO, by delegation from the President, is responsible for opening and maintaining bank accounts for the University and related entities in accordance with CSU guidelines, State laws and regulations and proper accounting practices. In addition, the CFO or designees; Associate Vice President, Financial Services, Director of Student Financial Service, and Controller; shall manage cash handling processes including:

1. Categorizing cash handling units and individuals performing functions related to cash handling accounting.
2. Arranging for the preparation, documentation and implementation of operating procedures in accordance with this document.
3. Documenting variances from these policies and procedures when warranted by local circumstances.
4. Serving as the central point of contact for implementing cash handling policies and appropriate procedures.
5. Creating or dismantling of all approved physical locations, websites, 3rd party processors, or any channel accepting electronic and/or credit card payments.
6. Ensuring that the person or persons properly authorized to sign checks, drafts, or other orders for payment of money or to approve/release electronic transfers of funds against CSU checking accounts is covered by a fidelity bond.
7. Performing an annual documented review of compliance with these policies and procedures to identify risks associated with each cash-handling unit.
8. Review and approve or disapprove a request from a University related organization to maintain a bank account outside the approved University accounts.

Organizations having separate legal status granted by the state/federal government and maintaining a bank account outside the University must submit a letter to the Associate Vice President for Financial Services providing the legal name of the organization, the tax ID number, and the bank name, branch address, and bank account number of the organization. Exceptions for deposits made outside approved accounts, other than those with separate legal status, are possible for unusual and documented circumstances. Exceptions may only be made by the University CFO or designee.

On a periodic basis or annually, the California State University system or CSU, Stanislaus will determine if any funds were deposited with the use of the campus names or tax ID without approval. This review might consist of communication with campus community, searches for non-profits/charities using CA Office of Attorney General or contacting banking institutions.

The Director of Student Financial Services is the University Cash Handling Coordinator and is responsible for maintaining CSU compliant cash handling procedures including the timely deposit and proper cash control of funds deposited with the University. Insuring proper cash control of funds deposited with auxiliaries is the responsibility of the respective auxiliary within this policy and established procedures.

Well-timed payment to vendors from accounts maintained by the University is the responsibility of the University Controller.

F. Procedures

The Cash Management guidelines for the University and related entities are maintained by the Director of Student Financial Services and the University Controller.

G. Laws, State Codes, Regulations and Mandates:

- Policy Mandates
- ICSUAM Policy 3102.02
- ICSUAM Policy 3102.03
- ICSUAM Policy 3102.04