




<u>Subject:</u> Satellite Cashiering Procedure	<u>Department Name:</u> Financial Services	<u>Effective Date:</u> 10/01/2016 <u>Issue Date:</u> 10/01/2016
	Revised Procedure	<u>Approval:</u>  Darrell Haydon, VP B&F (CFO)

- A. Purpose: Satellite Cashier cash handling procedures
- B. Scope of Procedure: Acceptance of Cash and Cash Equivalents at Satellite Cashiers
- C. Definitions: See Campus Cash Handling Procedures
- D. Policy: ICSUAM section 3102.03 – Acceptance of Cash and Cash Equivalents, ICSUAM 3102.04 – Physical Protection of Cash and Cash Equivalents, ICSUSAM 3102.10 – Change Funds
- E. Responsibilities: See Campus Cash Handling Procedures
- F. Procedures: See Following

Satellite Cashier Responsibilities:

A CSU Stanislaus employee at the satellite location will be designated in writing as the DRP – Department Responsible Person (Satellite Cashier cash custodian). The DRP - Satellite Cashier is responsible for ensuring that Cash Management policies and procedures are followed. Tasks can be assigned to other staff at the satellite location but the Satellite Cashier has the ultimate responsibility.

1. At start of business day (or event), remove cash fund drawer/box from secure storage.
2. Verify that opening balance of the cash funds reconcile to the amount assigned to the specific Satellite Cashier and cash drawer/box.
 - a. If amount does not reconcile, immediately notify supervisor and resolve discrepancy. If discrepancy cannot be resolved, immediately notify the University Police of potential loss and need for possible additional investigation.
 - b. If amount reconciles, place cash drawer in service counter, locking the drawer. The drawer/box is to be locked anytime the Satellite Cashier is away from the service counter and unable to adequately safeguard the cash.
3. Payments are to be recorded using the CASHNet cashiering system so that a unique receipt is issued for each payment. If CASHNet is not utilized, then another system of issuing receipts must be utilized e.g. cash register that issues receipts, manual hand receipts, Vendini ticketing system, FUSION, etc. If a satellite cashier receives funds from ticket sales from an event, tickets



available for sale will be numbered and have the ticket price imprinted on the ticket to facilitate reconciliation of sales revenue at the end of the event, regardless of the method used to create the tickets. If the ticket price varies for particular participants (e.g. adult, child, senior citizen, student, staff, alumni, etc.) the appropriate cost will be identified on the ticket.

4. Any payment received by check, money order or equivalent will be immediately restrictively endorsed as payable to CSU Stanislaus or reasonable variation thereof.
5. At the conclusion of the event, the Satellite Cashier will prepare an accounting reconciliation of ticket sales and related revenue to be included as documentation for the deposit.
6. At the end of the business day, the Satellite Cashier will reconcile the cash drawer/box to the opening balance.
7. All funds (opening cash balance plus revenue received) will be stored in secure storage at the satellite location by the Satellite Cashier. If no secure storage is available, the Satellite Cashier will transport the cash drawer/box to the University Cashiers Office with assistance by the University Police if necessary.
8. During the next business day or sooner, the Satellite Cashier will transport the revenue from the satellite location to the University Cashiers office for deposit into the appropriate account. Two employees should transport the deposit to University Cashiers. Deposit should be transported in a locked bag without accompanying key. One key to the locked bag is to remain at the satellite cashier location; the second key to open the bag will be kept by University Cashiers.
9. The University Cashiers will verify the deposit, issue a receipt and record the deposit in the appropriate Financial System (CASHNet, PeopleSoft).
10. Secure Storage/Safe:
 - a. Secure storage will be provided at the satellite location.
 - b. Access to secure storage will be limited exclusively to authorized personnel. If access cannot be limited due to the physical layout of the work area, then secure storage must remain locked and secure at all times except for the times it is accessed by authorized personnel.
 - c. Combinations to the safe or keys to the secure storage are to be limited to as few people as necessary to facilitate normal business operations. If combination or key access is compromised and becomes known or accessible by unauthorized personnel, the Designated Responsible Person - DRP - Satellite Cashier or manager in the area must immediately notify the Campus Locksmith and University Cashiers Office to obtain other secure storage until access can be secured. In addition, a request must be made that the safe combination be changed and/or the secure storage be rekeyed. In the interim, the Satellite Cashier must obtain other secure storage or assistance from the University Cashiers. If a change in satellite cashier personnel or other authorized personnel occurs, the Designated



Responsible Person – DRP - Satellite Cashier or manager must immediately obtain a change in the safe combination and/or re-key the secure storage and notify the Cash Handling Coordinator – Director of Cashiering & Cash Management.

- 11. University Police Security for the Transport of Deposit: University Police personnel are to escort the Satellite Cashier in the transport to the University Cashiers Office when the deposit exceeds \$2,500 (ICSUAM 3102.04). Request for escort is to be made no later than 3:00 pm in order to arrive at the University Cashiers Office prior to closing.
- 12. Audit: Financial Services will provide appropriate personnel to perform a periodic, unannounced cash fund audit in accordance with ICSUAM 3102.10

G. Laws, State Codes, Regulations and Mandates: ICSUAM 3000

REVISION CONTROL

Document Title: Satellite Cashiering Procedures
Author: Financial Services
File Reference: Satellite Cashier Procedure - General

Date	By	Action	Pages
10/01/2016	Jim D Phillips	Updated Document	All

Review/Approval History

Area / Title	Name	Date	Action	Comments
Financial Services/ University Controller	Regan Linderman	1/11/17	Reviewed	
CFO / VP of Business & Finance	Darrell Haydon		Approved	