

Arte Publico Press – Cash Handling Procedures

Opening Mail

Marketing Assistant:

- Opens the mail in morning and afternoon, endorses and makes copies of the checks.
- The check receipt log to record all checks received will be maintained by the marketing assistant. The marketing assistant will record date received, company name, and check amount on the receipt log and stamp the back of the check with the 'for deposit only' stamp. A binder holding the check receipt log will be kept in the admin department.
- The original check, check log and copy of the check and backup will be submitted to the Office Coordinator for routing of backup to proper area, Sales or Permissions department. The Office Coordinator must verify the checks are logged correctly into the check log at this time.
- If marketing assistant is unable to open the mail, the Asst. Director will open mail.

Office Coordinator:

- Immediately after checks are received, Office Coordinator will verify all checks received and corresponding back-up to the check log. If any discrepancies arise, marketing assistant will be notified immediately.
- On the back of the original checks, Office Coordinator will record the date received.
- Copies of the checks and the backup are submitted to the Sales or Permissions Department. The checks are placed in the safe.
- Sales Checks: When the detail reports are received from the sales department a deposit is prepared by the Office Assistant (See Deposit Procedures).
- Permissions Checks: Checks will be kept in the safe until the deposit is prepared by the Office Coordinator.

Administration Work Student:

- On a weekly basis, the individual will compare the receipt log to the deposit journal entries kept in the Office Coordinator's files. The individual will initial next to each check line to verify deposit.

Cash receipts from walk-ins at the Sales Department

- The Sales Supervisor and the Financial Assistant are the only ones allowed to take payment at the Sales Department.
- If they are unavailable, the individual will be asked to return at another time.
- When a sale occurs, the Supervisor or Financial Assistant generates an automatically numbered invoice from Acumen.
- A copy of that invoice is given to the customer.
- If the funds must be kept overnight, the funds are kept in a locked cash drawer. The Sales Supervisor and the Financial Assistant are the only ones who have access to the cash drawer.
- The Sales department prepares a deposit report and submits it to Administration for deposit (see Deposits)

Cash receipts from Trade Shows or events

- For all sales made at a Trade Show or event, a two-part, pre-numbered receipt is completed.
- The yellow copy is given to the customer. The white copy remains in the receipt book.
- At the end of the event or Trade Show, the Marketing Department will verify the receipts with the cash. The cash is placed in an envelope, and the amount is recorded on the envelope.
- The envelope and receipt book are submitted to the Office Assistant for deposit.
- The Office Assistant prepares a spreadsheet listing the invoices. The spreadsheet is verified with actual cash received. Any discrepancies are discussed with Marketing.
- The Office Assistant prepares a deposit immediately for any currency (see Deposits). Checks are logged in the Check Log Receipt Book. Copies are made of the checks. The actual checks are kept in the safe and deposited when the deposit report is received from Sales.
- The receipt book, credit card forms, and copies of checks are submitted to the DBA along with the spreadsheet of invoices. When the DBA verifies the data, the whole package is sent to Sales for entry into Acumen.
- Credit card receipts submitted to sales are processed in the P.O.S. terminal. Credit card data forms are kept in a locked cash drawer until processed, then shredded.
- A deposit report is prepared for checks and credit cards and submitted to the Administrative Department for deposit (see Deposit).

Access to the Safe

- The Office Coordinator will unlock the safe in the morning.
- The Assistance Director and Business Manager will be the only employees with the combination.
- If the Business Manager is unavailable, the extra key will be maintained by the Asst. Director to open the safe when needed.
- The safe will remain unlocked until the end of the day.
- The Office Coordinator will be responsible for ensuring that the safe is locked at the end of the day by pushing in the lock button.

Gift Transmittal Forms (GTF)

- The Office Assistant is responsible for creating a GTF for every donation that comes in.
- The GTF can be found under S:Departments/Administration/MISC/GTF FY##. Any previous GTF can be used as a template. All new GTFs should be saved under the appropriate fiscal year.
- The Office Assistant should fill out the contact information for the donor, the account and cost center information, and the amount of the gift.
- The first page should be printed and signed by the Office Assistant, attached to the copy of the check, then given to the DBA.
- Once the DBA approves the GTF, it needs to be signed by Kathy or Kim from the Development Office. The Office Assistant should take the GTF and one extra copy to the 6th floor of Agnes Arnold, leaving the extra for the Development office.
- Once the GTF is finalized, the gift should be deposited. This does not require a cash slip or a journal entry; otherwise, see deposit procedures below.

Please note: gift deposits are sent via UH Police to 306 McElhinney, not 114 Welcome Center!

Notify the Treasurer:

The Treasurer will be notified if there are changes in custodian, location of fund or cash receipt account, account numbers, or changes in the physical security of the fund.

Deposits

- Remove from the safe all checks relevant to your deposit (i.e. Sales, Subrights, etc.)
- Verify that you have copies of all the aforementioned checks, and that these checks match any accompanying paperwork.
- Retrieve a deposit bag from above the safe and note the bag number.
- Retrieve a deposit slip and fill out each check number and corresponding value or the value of cash, as well as the date of deposit. Write the bag number at the side.
- Open CashSlip.xls (located S:Departments/Administration/Office Assistant Files/Cash Slips) and fill in the bag number and appropriate check information. Note the total and check it against any relevant paperwork.
- Write the verified total in appropriate fields on the deposit slip.
- Make a journal entry in PeopleSoft (See Journal Entries page).
- Note journal number; write it on deposit slip and fill in the field on the cash slip.
- Print Journal Entry Details and cash slip (remember to update the names and dates on the cash slip!) Sign both forms.
- Make one copy of the checks in the order they are noted on the deposit slip. Make two copies of the deposit slip.
- Fill out the requested information on the bag (From: Arte Público Press, Date, To: 114 Welcome Center, Amount and Total) and place all original checks, in order, and the deposit slip in the bottom pouch with the deposit slip facing out. Any cash should go in the top pouch. If there is no cash, seal the top pouch.
- Paperclip all paperwork to the bag and give to the Department Business Administrator.
- **Upon receipt** of the deposit materials from the DBA, check for signatures on journal page and cash slip, and that all pouches are sealed.
- Make one copy of the journal page
- Attach **ONLY** the copy of the journal page and one copy of the deposit slip to the bag. Paperclip the rest together.
- Remove the bag number from the bag and attach to the copy of the deposit slip not with the bag.
- Fill out and attach to the bag a Money Transmittal Form.
- Scan completed journal page, cash slip, all credit card receipts, Acumen Report, and deposit slip to AdminSCAN. For subrights, include invoice. Do NOT scan Checks!!
- In PeopleSoft, find journal entry (make both Journal Header Status and Source blank, then enter entry number *including zeros* into Journal ID and hit Search) and click Documents
- Browse to find your scanned material in S:Scan_Docs/Admin_Scan and click the Upload button. Once you have uploaded the document, move the scanned image to the appropriate folder under S:Departments/Administration/(JE, PV). Do NOT leave the scanned item in the Scan folder.

- The Office Assistant will call the UH police (3-3333) to pick up the bag, preferably before 2:30. They will also keep all other copies (including the signed Money Transmittal Form) for our files.

Note: Gift deposits do not require a journal entry or cash slip. Deposit slip, transmittal form, and bag only!

Ordering Deposit Bags

In order to get more deposit bags, a journal entry must be created as follows.

- Make sure to call or email Thelma Jackson-Hightower, or person currently in charge of deposits at Student Financial Services, one day prior to ordering the bags/transmittal forms.
- Your header on the journal entry should be formatted as follows: H0093 XXXX (Fiscal Year) to pay for deposit bags/your initials. The beginning number is also the Reference.
- The first line should be account 53900, Fund 2080, DeptID H0167, Prog E5051, Project NA (Speed Type: 36180), Line Description DEPOSIT BAGS, Amount - 25.00
- The second line should be the same account, speed type 17791, same description.
- Process the entry and print the Detail page. Sign off and get the DBA's signature. Copy the form.
- Take the original Detail page with signatures to the Student Financial Services desk and let them know you are requesting deposit bags.
- They will give you a receipt. Take the bags and the receipt back to APP. Put the bags on the safe.
- Scan the Detail page and the receipt. Approve the journal.

Ordering Transmittal Forms

Transmittal forms are ordered using the same process as deposit bags. The only differences are the descriptions ("Transmittal Forms" as opposed to "Deposit Bags") and the price, which is \$20.00.

Ordering Deposit Slips

Deposit slips are ordered from the Treasury Department. Send a letter to Anne Montgomery at the Treasury Department in the following format:

Arte Público Press would like to place an order for four (4) deposit ticket booklets. The cost center information is as follows:

Business Unit: 730
 Speedtype: 17791
 Account: 53900
 Fund Code: 2078
 Depart: H0093
 Program: C0413
 Project ID: NA

Attached is a copy of the deposit ticket.

Attach a photocopy of a deposit slip and send via interdepartmental mail.