



DALHOUSIE UNIVERSITY
HALIFAX, NOVA SCOTIA
CANADA
B3H 4H6

<i>FINANCIAL POLICY AND PROCEDURES</i>		<i>Instruction Number:</i>
<i>Subject:</i> CASH MANAGEMENT		<i>Date Issued:</i> March 15, 2005
<i>Title:</i> CASH HANDLING POLICY		<i>Date Revised:</i>
<i>Issued by:</i> Controller	<i>Approved by:</i> Assistant Vice-President Financial Services	

Purpose:

These instructions address the policy and procedures for the custody, safe keeping and accounting for cash received by Dalhousie University.

Definition:

Cash - includes currency, cheques, money orders, bank drafts and debit and credit card transactions.

Policy:

University departments are responsible to ensure that all cash received is handled in a secure manner and deposited on a timely basis to an authorized University bank account in accordance with appropriate internal controls as set forth in the procedures below. All cash received and deposited to a University bank account is the property of Dalhousie University.

Procedures:

Departments are responsible for maintaining the custody and safekeeping of cash until deposited to an authorized University bank account through Financial Services. Deposits should be made regularly in the interest of:

- Security - cash on the premises carries with it a risk of loss or theft.
- Financial - maximize the positive impact of interest on bank account balances.
- Efficiency - to ensure timely processing and reconciliation of deposited cheques and contributions.
- Privacy - Personal information associated with deposits of cash (i.e. credit card receipts) must be secured to protect privacy.

To support effective cash management practices, all cash must to be deposited as soon as possible following receipt. At a minimum, cash should be deposited:

- Daily, if the amount for deposit exceeds \$500
- At least once a week if the amount exceeds \$100
(It is preferable that amounts in excess off \$100 not be held over a weekend)

All cash forwarded to Financial Services must be enclosed in a pre-numbered sealed deposit bag noting the total deposit amount (sealed deposit bags are available by contacting the Cashier in Financial Services at 1723). The bags must be delivered in person or by security staff. When the bags are received in Financial Services the serial number is recorded and may be opened by staff to ensure the contents agree with the deposit total. Any discrepancy will be reported to the depositor immediately.

The following guidelines and procedures must be implemented in all departments receiving cash:

1. Cash must be safeguarded at all times in a locked safe or other secure location. Cash must not be sent by mail. Debit and credit card transactions must be treated with the same level of security.
2. All copies of credit card receipts must be stored in a secure location within the receiving department until the documents are destroyed. All records must be kept for six years and the current year.
3. Cash must be deposited in its entirety and appropriately recorded. Under no circumstances can it be disbursed directly (e.g. to fund purchases or to cash personal cheques).
4. University funds must be deposited into an authorized University bank account administered by Financial Services. Please refer to the Bank Accounts Policy at <http://as01.ucis.dal.ca/fs/pdf/bankaccounts.pdf> for information regarding the procedure for establishing a bank account for University purposes.
5. Remittances to the University in the form of cheques and bank drafts must be payable to Dalhousie University.
6. Departments must ensure that deposits are correctly coded to the appropriate accounts as established by Financial Services.
7. Segregation of duties and restricted access to cash must be implemented to ensure adequate custody and safekeeping. At a minimum this includes the separation of the cash handling from the control and reconciliation of the receipts, and also a separation of cash register operation from approval of the cash deposit. Ideally, only one person should be responsible for the safekeeping of cash. In those limited situations where it is not practical to meet these minimum standards please contact the University Controller in Financial Services to establish alternative procedures.
8. Departments are responsible for reconciling deposits to financial reports on a timely basis to ensure that all cash is deposited and posted to the correct accounts. Account code adjustment to ledgers must also be made on a timely basis.
9. The University Controller in Financial Services must be contacted immediately if a clarification of procedures is required or any irregularities are identified.