

## DEPARTMENTAL CASH HANDLING PROCEDURES INTERNAL CONTROL QUESTIONNAIRE

DEPARTMENT \_\_\_\_\_ DEPT ID \_\_\_\_\_

LOCATION \_\_\_\_\_

CONTACT \_\_\_\_\_ PHONE # \_\_\_\_\_

DEAN / CHAIRMAN / DEPARTMENT HEAD \_\_\_\_\_

PURPOSE: To determine compliance with University Controller's Cash Collection Policy and Procedures and to determine eligibility for authorization as cash collection point.

	Yes	No	N/A
I. Does your department collect more than \$5,000 annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you been approved as a Cash Collection Site by the Controller's Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Have you reviewed the Controller's <a href="#">Cash Management Policy</a> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. Are there written cash handling procedures established for the department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV. Have all employees signed the FSU <a href="#">Cash Management Employee Policy and Procedure Acknowledgement</a> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V. Are new employees required to have background checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VI. COLLECTION OF MONIES</b>			
A. Is the individual collecting money prevented from having billing, depositing, or reconciliation responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Does each person paying in person receive a receipt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are checks made payable to Florida State University?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are all checks accepted in accordance with <a href="#">OP-D-2-B5 Payments Received By Check</a> , and do they include all required payor information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
E. Is a photo ID required each time a check is presented in person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Are checks initialed certifying verification of the ID?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Are Office of Student Finance (OSF)'s returned check lists reviewed for previously tendered dishonored checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Do you endorse checks with the restrictive stamp provided by Cash Management & Banking Services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Are multiple cashiers forbidden to work out of the same cash drawers or use the same cash receipt book?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VII. MONIES RECEIVED BY MAIL</b>			
A. Are checks <u>immediately</u> endorsed upon receipt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are mail logs utilized for unidentified or forwarded items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are receipted mail payments attached or kept with that day's log?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are all mail items processed/recorded the same day as received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VIII. RECORDING OF MONIES</b>			
A. Are all cash collections receipted in the official FSU receipt book, processed on a cash register, or documented in a departmental log?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are FSU pre-numbered receipts, both those used and those on hand, regularly accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are copies of voided receipts retained and accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are all voided transactions approved and initialed by a supervisor or designee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. When leaving the premises, does the responsible employee secure monies to prevent unauthorized use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Each time there is a change of operators, are terminals, cash registers, etc. balanced in the presence of both employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Are all cash registers, etc. cleared and balanced to collections at least daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Is a "draft capture" system utilized for MasterCard, Visa, and debit cards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Is a copy of the summary total report for Credit/Debit card collections forwarded to Cash Management & Banking Services within two days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>IX. BALANCING OF MONIES</b>			
A. Does the cashier/collection employee compute and reconcile monies collected at the end of each day to supporting documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. <a href="#">Does the cashier/collection employee initial the balancing support document?</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are overages/shortages in collections explained in writing and initialed by the responsible employee and supervisor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
D. Is the Office of Inspector General Services notified of significant shortages in collections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Are all cash register transaction numbers kept in sequence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Are cash register voids and zero transactions properly approved and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>X. DEPOSITING OF MONIES</b>			
A. Is the individual responsible for deposit preparation prevented from having billing, collection, or reconciliation responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. <a href="#">Are deposits forwarded to the Office of Student Finance (OSF) via secured bag?</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are deposits made directly to a bank sent by armored car?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. When deposits are made directly to a bank, is proper documentation sent to Cash Management & Banking Services within two days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Are credit/debit card payments balanced and transmitted at least daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Are all currency, coins, checks, and money orders deposited daily?  If monies are not deposited daily, do collections of currency and coins total less than \$100 and collections of checks and money orders total less than \$500?  Are all collections, regardless of amount, deposited within five business days?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>XI. RECONCILIATION OF MONIES</b>			
A. Is the individual responsible for reconciliations prevented from having any other cash handling or billing responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are cash collections verified to the applicable deposits by an independent employee who is not involved in the cash handling operation? <i>Note: The cash collections (receipts/cash register reports/log) shall be traced to the corresponding deposit amounts (bank deposit slips/Deposit Journals).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are cash collections verified to the OMNI ledger by an independent employee who is not involved in the cash handling operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are reconciliations performed at least monthly for each deposit area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Is the total of individual accounts receivable balances balanced to a control total each month? <i>(Control total = last month's accounts receivable + current charges - current collections)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>XII. SECURITY OF MONIES COLLECTED</b>			
A. Does the area in which collections are made have access limited to authorized personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are monies kept in a locked drawer, cash box, etc. at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Is a safe or vault on-site and utilized for securing monies overnight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
D. If a safe or vault is used, is a dual control system utilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Can responsibility for funds or collections be fixed on one person at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Are staff members prohibited from making loans or cashing personal checks from cash funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Are individuals prevented from possessing both parts of the dual control system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Are transfers of monies and changes in the personnel handling money documented through sign-offs and/or drawer counts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Are safe combinations changed when there is staff turnover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Are keys to safes/cash boxes and safe combinations kept in a secure, secret place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Do cash registers have controls that prevent operator from backing out transactions or resetting readings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Is access to cash register keys limited to cash register operators and supervisors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_