



UNIVERSITY OF
SOUTHERN MAINE

UNIVERSITY OF SOUTHERN MAINE Cash Management Refresher Training

The following are important points included in training for all USM employees who are responsible for handling cash, checks or bankcards.

ADMINISTRATIVE PRACTICE LETTERS

Administrative Practice Letters (APL's) are a set of system-wide policies and procedures that guide University business practices. Complete APL's can be found on the University Treasurer's web page at <http://www.maine.edu/system/oft/apls/>
APL's I-D, I-E, I-F and IV-E pertain to cash management training.

APL # I-D Cash Management Training

All individuals responsible for cash, checks or bankcards, must participate in formal cash management training as early as possible in their assignment. Refresher training is required for the employee and their supervisor, at least once a year thereafter. A record of those participating in the process must be filed with the University of Maine System Internal Audit Department.

APL # I-F Cash Collection Procedures

All checks, cash, and bankcard information should be deposited daily at the Student Billing Offices in Portland, Gorham or Lewiston. At a minimum, funds must be deposited, when receipts exceed \$100 or once a week, whichever comes first.

Cash should **NEVER** be sent through the mail.

All checks should be restrictively endorsed upon receipt. In addition, the PeopleSoft chartfield combination should be written or stamped on both checks and bankcards. The business unit (if other than UMS 06), dept ID, fund and account codes are required. Other, optional additions to the chartfield, need to be included if used by your department. Customized stamps can be easily ordered by departments from several local vendors.

The receipt of all monies must be recorded on pre-numbered receipts or a cash register.

Physical access to funds should be strictly limited to personnel responsible for the monies. All cash, checks and bankcard information must always be kept in a secure location (e.g. fireproof safe, locked filing cabinet or cash register).

Good internal control requires the segregation of cash handling duties. Physical custodianship of assets should be separated from the record keeping of the assets. The responsibilities of one person should complement and check those of others.

When segregation of duties is not practical the cashier's supervisor should approve all cash deposits, ensuring that the total of funds deposited agrees with the source documents (i.e. cash register tapes, cash receipts).

All areas responsible for cash collection are subject to an annual audit. Audit requirements for cash collection are detailed in APL # I-F.

APL # I-E Petty Cash

Petty cash funds are maintained at the Student Billing Offices in Portland and Gorham. These funds are used to make cash reimbursements for staff members who do not have a purchasing card, for small business related purchases (less than or equal to \$20).

Petty cash funds do not reimburse for sales tax, alcohol, returnable bottle deposits, or any expenses that require IRS reporting.

Petty cash reimbursement requests must include original receipts and be submitted within 90 days from receipt date. Requests for less than or equal to \$20 are to be submitted at the Portland, Gorham or LAC Student Billing Office.

Reimbursement requests for more than \$20 should be made only in emergency situations where the use of a credit or purchasing card is not possible and payment through normal accounting channels would be difficult. Reimbursements for more than \$20 are to be sent to the Accounts Payable Department in Gorham.

A record of all departmental petty cash funds, including the name of the approved custodian, is maintained in the office of the Associate Vice President for Finance and Administration, Janet Warnert, who must be notified immediately when a change to the record occurs.

Custodians of petty cash, kept in departmental offices, must ensure that any funds that have been spent will be replenished monthly. Each fund should be balanced at least as often as it is reimbursed.

Petty cash funds must be kept in a secure location (e.g. safe, locked filing cabinet).

All petty cash funds are subject to annual audit. Audit requirements for petty cash are detailed in APL #I-E.

Check request forms, applications for purchasing cards, info about Mail Service requirements and other helpful financial links and information, can be found on the Business Services web site at <http://www.usm.maine.edu/bus/>

APL # IV-E Delegation of Authority to Approve Financial Transactions

A record of employees responsible for the activity and control of an account is kept on file at Business Services in Gorham. The designated employee must personally approve all transactions in that account.

Authority to approve financial transactions may be delegated to another employee by providing Business Services with written authorization to do so.

Facsimile signature stamps may not be used to approve financial transactions.

Information Security Resources can be found at:

Checklist for Safeguarding Information

<http://www.usm.maine.edu/bus/safeguardinfo.pdf>

10 Steps to Data and Network Security

<http://www.usm.maine.edu/computing/security/>

Cash Management Questions or Concerns? Contact.....

Marty Berry, Office of Finance and Administration at 780-4484.



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Thank you for completing 2009 Cash Management Refresher Training.

Please return this page within 10 business days so that your participation can be recorded.

Mail or fax to:

**Finance and Administration
724 Law
Portland Campus**

Fax- 780-4549

I have read and understand the University of Maine System policies and procedures regarding Cash Management.

Employee Name _____

Please print

Signature _____

Department/Campus _____

Date _____