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| --- | --- | --- | --- |
| **Unit:** |  | **Unit head:** |  |
| **Assessor(s):** |  | **Date:** |  |

| **Cash Handling**  ([MSU Business Procedures Manual, Section 300 Cashier Activity](http://www2.montana.edu/policy/business_manual/bus300.html))  ([MOM 326 Non-Treasury Cash Accounts](http://mom.mt.gov/default.mcpx)) | **Yes**  **No**  **NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| An official fund custodian is named and record of this responsible individual is filed in University Business Services (UBS) (Permanent Petty Cash Change of Custodian form). |  |  |
| 1. Procedures must prevent skimming at the initial receipt of revenue. Records of initial receipt must be retained to prove that all revenue received was deposited. |  |  |
| 1. The amount of the change fund is appropriate to support daily operations. |  |  |
| 1. The change fund is balanced each day it is in use (amount authorized for the change fund plus amount recorded as received that day equals amount on hand). |  |  |
| 1. Procedures are in place for handling cash overages/shortages. There is a documented specified amount that is considered a material shortage. |  |  |
| 1. Duties, roles and responsibilities are clearly defined and documented. |  |  |
| 1. Duties for receiving cash, preparing deposits, posting payments and performing reconciliations are separated. |  |  |
| 1. If there is insufficient staff for ideal separation of duties, procedures are in place that compensate for the lack of separation (e.g., supervisory review). |  |  |
| 1. Checks are restrictively endorsed at the time of initial receipt. |  |  |
| 1. A prenumbered or machine generated receipt is issued to the payer for all transactions. |  |  |
| 1. The change fund and money collected are secured at all times. |  |  |
| 1. Easily conveyable items with cash value (tickets, stamps) are secured and inventoried. |  |  |
| 1. Locks and safe combinations are changed when personnel changes. |  |  |
| 1. Documentation exists for composition of deposits (e.g., cash receipt forms, customer receipts, copies of invoices). |  |  |
| 1. Deposits are made in a timely manner ($200 cash or $750 checks must be deposited daily, all else must be deposited weekly). |  |  |
| 1. Deposits are transported securely (over $500 cash in a locked bag, over $1000 cash police escort). |  |  |
| 1. Cash deposits are reconciled to Banner monthly. |  |  |
| 1. CatBooks, or any other subsidiary system, is reconciled to Banner monthly. |  |  |
| 1. Supervisory monitoring of controls over cash is adequate (e.g., compare revenue expected and deposited over time). |  |  |

| **Accounts Receivable** | **Yes**  **No**  **NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| Billing policies and procedures are documented internally (payment terms, timing of bill issuance) if unit sends invoices or other billing documents to customers. |  |  |
| Billing system and accounts receivable system are integrated. |  |  |
| 1. Invoices or other billing documents used are used in numerical sequence. |  |  |
| 1. Billing support documentation is retained. |  |  |
| An aging schedule of accounts receivable is prepared and reviewed by a manager or supervisor. |  |  |
| Any accounts receivable recorded are valid, complete, recorded in the proper period, followed up on, adjusted only with proper approval, and reconciled. |  |  |

| **Credit Cards**  ([MSU Business Procedures Manual,](http://www2.montana.edu/policy/business_manual/bus300.html" \l "370.00http://www2.montana.edu/policy/business_manual/bus300.html)  [Section 370 MSU Credit Card Merchant Policy](http://www2.montana.edu/policy/business_manual/bus300.html" \l "370.00http://www2.montana.edu/policy/business_manual/bus300.html)) | **Yes**  **No**  **NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| Unit credit card processing policies and procedures are documented. |  |  |
| 1. A supervisor approval/review is required for all credit card adjustments, voids or credits. |  |  |
| 1. A receipt is issued to the payer for all credit card transactions. |  |  |
| The terminal is closed, batched and balanced each day it is in use. |  |  |
| 1. Credit card deposits are made to UBS by 11:00 am daily. |  |  |
| 1. Credit card activity is reconciled to the amounts reported in Banner. |  |  |
| 1. Customer financial information is properly secured and disposed of. |  |  |
| 1. Access to the credit card terminal is secured and restricted to trained personnel only. |  |  |

| **Petty Cash**  ([MSU Business Procedures Manual, Section 300 Cashier Activity](http://www2.montana.edu/policy/business_manual/bus300.html))  ([MOM 326 Non-Treasury Cash Accounts](http://mom.mt.gov/default.mcpx)) | **Yes**  **No**  **NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| An official fund custodian is named and record of this responsible party is filed in University Business Services (UBS) (Permanent Petty Cash Change of Custodian form). |  |  |
| 1. The amount of the fund is appropriate to support daily operations. |  |  |
| 1. The fund is replenished at least monthly. |  |  |
| 1. The cash balance is verified on a periodic basis (cash plus unreimbursed paid-out slips and invoices equals the authorized amount). |  |  |
| 1. The fund is kept secure at all times. |  |  |

| **Donations and other Gifts**  ([MSU Acceptance and Processing of Gifts policy](http://www2.montana.edu/policy/acceptance_and%20processing_of_gifts_policy.htm)) | **Yes**  **No**  **NA** | **Process Description (who, when, how)** |
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| Gifts are directed to MSU Foundation as required by MSU Acceptance of Gifts policy. |  |  |