

CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Cash Handling Policy
Policy Number:	AF 05-004
Policy Administrator:	VP of Administration and Finance
Policy Initiator:	Controller
Authority:	ICSUAM 3102.04
Effective Date:	May 1, 2014
Revised Date:	
Approved:	Thomas A. Cropper, President
Approval Signature:	/s/

Purpose: The purpose of this policy is to establish minimum standards for the physical protection of cash and cash equivalents.

Scope: This policy applies to everyone who handles cash for Cal Maritime, its auxiliaries, clubs and other affiliated groups.

Accountability: The VP of Administration and Finance is responsible for administering this policy and ensuring compliance.

Policy: It is the policy of the CSU and Cal Maritime that physical security of cash and cash equivalents, to include currency, coins, checks received but not yet deposited and petty cash, is ensured at all times. Prior to accepting cash and cash equivalents all cashiering stations must be reviewed by Campus Risk Management personnel to ensure the safety of funds and personnel. Such reviews must be in writing and retained per campus fiscal records retention policy.

The campus Controller has been delegated the authority to approve the establishment of cashiering stations at campus offices or other approved locations. Requests/authorization for cashiering stations must be documented in writing.

Transporting deposits between cashiering sites will be accomplished in a secure manner in order to protect the financial assets and individuals involved in transport. At a minimum transport of cash and cash equivalents must be accomplished jointly by at least two employees. Deposits in excess of \$2,500 must have a Cal Maritime Police Services escort.

At the close of business, all cash must be secured in lockable receptacles or burglarproof/fire resistant safes that meet the following minimum requirements.

CSU Safe Requirements

- Up to \$1,000 in a lockable receptacle
- From \$1,001 to \$2,500 in a safe
- From \$2,501 to \$25,000 in a steel-door safe, with a door thickness of not less than 1 inch and wall thickness of not less than ½ inch.
- From \$25,001 to \$250,000 in a class TL-15 composite safe or better.
- Over \$250,000 in a class TL-30 steel or better safe.

Procedures Attached

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Cash Handling Procedures

- Any cash or cash equivalents, to include currency, coins, checks received but not yet deposited and petty cash, of \$250 or more must be removed from the cash register drawer and transferred to a secure cash handling area/safe/vault.
- Excess cash, amounts of \$1,000 or more, must be removed from the cash register drawer and transferred to the campus main cashier's office.
- At the close of business, all cash that is not required to be submitted to the campus cashier's office must be secured. Lockable receptacles or burglarproof/fire resistant safes to store cash and cash equivalents must be utilized (refer to CSU Safe Requirements below).
- At a minimum, transport must be accomplished jointly by at least two employees. When deposits exceed \$2,500, employees shall be escorted by campus police. When determined necessary, armored car service or police escort will be used. Transporting deposits between cashiering sites or to the bank will be accomplished in a secure manner in order to protect the financial assets and individuals involved in transport.
- Cash and cash equivalents, to include currency, coins, checks received but not yet deposited and petty cash, must be locked in a secure receptacle or safe at all times except when signed out by a cashier for working cash. If the cashier needs to leave their work area for any reason, the cash drawer must be secured.
- Physical security systems must be put into place (i.e. alarms, panic buttons, motion detectors, security cameras, etc.) to ensure the safety of funds and personnel in areas where large amounts of cash are collected. If more than \$2,500 in cash and cash equivalents to include currency, coins, checks received but not yet deposited and petty cash, is regularly on hand, a manual robbery alarm system or other appropriate measure must be installed for use during business hours to alert campus police or local law enforcement in the event of a robbery or other irregularity. If more than \$25,000 in cash and cash equivalents is stored overnight, an automated alarm system is required to alert campus police or local law enforcement if the storage area is entered after business hours.
- Each cashier must be provided with a separate lockable receptacle to which only that cashier has access. Duplicate keys must be safely stored away from the safe and be retrieved only under dual control.
- Funds or property not related to the operation of the University must not be stored in the safe/vault.
- The Cashier's Office shall maintain a log of authorized personnel and who has access to the combination.
- Safe combinations are given only to authorized personnel.
- A safe's combination must be changed whenever a person who knows the combination leaves the employ of a cash handling unit. Documentation must be maintained showing the date and the reason for the combination changes.

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Cruise Cash Handling Procedures

LAST REVISION DATE: 03-3-2014

PURPOSE:

To define the business process for accountability of cash issued to support cruise related activity which includes the cruise cash fund and Pirate's Cove. This document and process is intended to satisfy FISMA requirements for defining controls related to cash management on the TSGB during the summer cruise program.

The functional detailed processes for each of these petty cash funds are defined in separate documents prepared for use by the designated functional user and provided during cruise staff training.

1. The Commander of the TSGB (the Captain) submits a request for cruise cash fund thirty days prior to cruise departure
 - a. The request is approved by the VP of Academics and the President of the University
2. The designated person in charge of change orders requests the cash to be delivered to campus within three days of cruise departure
 - a. The change order is delivered by the armored carrier used by the campus for deposits and change orders
 - b. The cashier receives the change order, which is received in a sealed plastic bag, and locks it in the cashier safe; bank sealed cash bag is not opened by the cashier at any time
3. The ship's captain (the Captain) arranges with the cashier a date and time for the cruise cash fund and a receipt book(s) to be issued to the Captain
 - a. Cashier issues receipt book(s) and the Cruise Cash Log to the Captain
 - i. Cruise Cash Log is provided in paper and electronic (Excel) copy to the Captain by the Cashier
 - b. Cashier transfers the cash, in the unopened sealed cash bag, from the vault to the Captain
 - c. Captain and Cashier sign the first receipt in the receipt book to transfer the cash from the Cashier to the Captain
4. The Captain is responsible for managing the cruise cash fund
5. Receipts must document transactions any time cash is issued from the cruise cash fund
 - a. A receipt is signed by both the issuing captain and the receiving party
 - i. The purpose of the transfer is clearly documented on the receipt

- ii. The receiving party signs the receipt and takes the recipient (original) copy for their records
 - iii. In the event the cash is issued for subsequent purchase of goods or services, an original receipt from the vendor must be attached to the file copy of the receipt where the cash was issued
 - 1. In the event cash is returned, because the amount issued is greater than the amount required, a receipt will be issued to document the amount returned and signed by both parties.
 - 2. The original copy of the receipt is kept by the party returning the cash
 - iv. The Captain should never issue cash to him/herself, but rather either:
 - 1. Issue to a person designated to purchase on behalf of the Captain
 - 2. Request that the Purser or other designated official issue cash to the Captain
- b. The issuing party updates the cruise cash log
- i. The cruise cash log is e-mailed or faxed not less than every two weeks and last day of the month, to the General Ledger Accountant for recording of transactions in the general ledger system of records
 - ii. The designated General Ledger Accountant who will record the transactions in the general ledger accounting system
 - 1. Journal entry transaction
 - a. CR cruise cash, DR expense
 - b. Receipt # will be JE reference
 - c. JE classification code for Cruise 1 and Cruise 2 will be populated
 - d. JE description will include last name of person receiving the cash and purpose cash was disbursed
- c. Daily Incidental Reimbursement disbursements (stipends). As part of cruise related employment, the Captain is authorized to disburse stipends to designated employees authorized to receive them per the CSU travel policy. Disbursing and accounting for these reimbursements is facilitated as follows:
- i. A list of eligible employees with stipend earned is created by the designated ship's purser and approved by the Captain
 - 1. Purser, in the presence of the Captain or the Captain's designee, from the cruise cash on hand, creates stipend payment envelopes for each employee receiving on the approved list
 - a. Envelope is sealed and labeled with the employee name and the amount indicated

2. Purser distributes the envelopes to the employee indicated on the envelope
 - a. Employee opens envelope in front of Purser
 - b. Employee counts the money to confirm the amount received is the amount indicated
 - c. Employee initials & dates next to his/her name on the approved stipend list to indicate stipend was disbursed as approved
 3. Captain ensures all stipends are distributed to appropriate staff and updates the cruise cash log
 - d. Payroll advances. Certain employees may elect to receive cash advances while serving on the TSGB cruise ship. The Captain is authorized to disburse payroll advances to designated employees authorized to receive payroll advances. Disbursement and accounting for the payroll advances is facilitated as follows:
 - i. Payroll advances can only be disbursed to employees who have submitted a payroll advance election form to HR/Payroll and been approved to receive cash advances
 1. Approved forms are forwarded to the Captain prior to cruise departure
 - ii. Payroll advances are disbursed by the Captain or his designee on the date indicated on the HR/Payroll advance form
 1. Captain notifies employee of payment date and time
 2. Captain counts out the salary to the employee
 3. A receipt is signed by both the Captain and the employee indicating the amount received and the date paid.
 4. Cruise cash log is updated to reflect payroll advances disbursed
6. In the event the Captain of the ship changes during cruise, the cruise cash fund should be officially transferred from one captain to the other
 - a. Cash is counted in the presence of both the departing (issuing) and new (receiving) Captains
 - b. A receipt from the receipt book is signed by both captains
 - c. The cruise cash log is updated to reflect the change of possession
7. While at sea, the Captain, in the presence of the ship's purser or other designated person, will count and reconcile cruise cash to the cruise cash log regularly, but not less than once a week
 - a. Cruise cash should be counted in the presence of at least one other officer on the ship
 - b. A receipt should be filled out indicating the date of the reconciliation and signed by both the captain and supporting officer.
 - i. Original receipt should remain in the receipt book

8. When the ship returns to the University
 - a. Captain arranges a date to return remaining cruise cash, Pirate's Cove receipts and receipt book to the Cashier
 - i. Cashier issues a receipt to the Captain stating the amount being returned according to the cash logs
 - b. Cashier and at least one other Accountant, counts the cash and posts the receipts into the electronic cashiering system to the appropriate fund
 - c. Cashier and Accountant audit the receipt book against the cruise cash log and confirm the cash returned agrees to the balance that should have been returned
 - i. Captain is notified immediately of discrepancies
 - ii. Discrepancies will be handled on a case by case basis with documentation and substantiation detailing what was done to resolve the issue

9. Other Notes
 - a. The Captain and ship's Purser maintain 'Chain of Custody' forms which are available for review and audit and held by the ship's Purser

Cal Maritime

ASCMA Cash Deposits and Disbursement Guidelines

LAST REVISION DATE: 03/03/2014

PURPOSE: To provide guidelines to the Associated Students of the California Maritime Academy (ASCMA) regarding the collection and disbursement of ASCMA monies. Cash handling procedures specific to clubs will be modified to facilitate the prompt and accurate reporting of club receipts.

1. Responsibility of the California Maritime Academy (University) finance team:
 - a. Hold and account for all monies deposited for and disbursed by the Associated Students of the California Maritime Academy (ASCMA). in a separate trust fund.
 - i. PeopleSoft Fund 48461, State Fund 948 CSU Subfund 461.
 - b. Accept deposits and prepares disbursements on behalf of ASCMA.
 - c. Communicate and educate the ASCMA Board of Directors on the policies and procedures required for receipt and disbursement of monies from their State Trust Fund.
 - i. ASCMA is required to follow the cash handling, deposits and disbursements policies and procedures applicable to the campus.
 - d. Upon request, educate and communicate with ASCMA clubs regarding deposit and disbursement of monies.
 - e. Disburse monies upon request within 20 business days of the receipt of the approved and sufficiently documented disbursement request.
 - f. Provide monthly expenditure reports to the ASCMA Advisor for the ASCMA.
2. Responsibility of ASCMA is to
 - a. Follow the policies and procedures applicable to the campus.
 - b. Request and schedule time for training of Board of Directors and affiliated club members on campus policies and procedures related to cash handling, deposits and disbursements.
 - c. Forward signature specimens of new officers to the Finance Team for use in verifying approved requisitions and disbursements.
 - i. Signatures of ASCMA officers
 - ii. Signatures of student club officers
3. ASCMA follows the University Cash Handling Policies and Procedures. Good business practices should be used when collecting and submitting for deposit monies related to ASCMA activities.
4. Cash Receipts. Accounting for cash or checks received (Cash Receipts) by the ASCMA or student clubs is to be controlled and monitored for accuracy and safeguarding of campus assets.

- a. The ASCMA treasurer or club treasurer or designated officer is responsible for collecting and accounting for cash receipts following the campus approved cash handling procedures.
- b. The ASCMA president or club president or designated officer is responsible for reviewing and approving the deposit and submitting to the Dean of Students or their representative for depositing into electronic cashiering system.
- c. Pre-numbered receipts must be given to persons submitting cash or check for dues or activities.
 - i. Official CMA pre-numbered receipt books can be obtained from the Dean of Students.
 - 1. Only authorized persons will be issued official CMA receipt books.
 - 2. The campus cashier requires anyone issued a CMA Receipt book to sign for the Receipt book.
 - ii. Receipt books issued to the designated ASCMA or student club officer are managed by the appropriate ASCMA or student club treasurer.
 - iii. Receipt books are to be locked in the Dean of Student's office while not in use.
 - iv. Receipt books are subject to audit
- d. Safeguarding collected monies:
 - i. Monies collected are kept in a locking money bag while in use. Locking money bags are to be checked out at the Dean of Student's office. Checks are endorsed immediately upon receipt with the University bank endorsement stamp provided by the University Cashier.
 - ii. Locking money bags are to be locked in the Dean of Student's office while not in use.
 - iii. Locked money bags, containing cash or checks, are to be kept in the Dean of Student's office safe or locking cabinet until they can be delivered to the cashier's office during business hours.
- e. Submitting money to the campus cashier for deposit:
 - i. Deposits will be posted into the electronic cashiering system by the Dean of Students or their representative. The deposit bag is unlocked and the contents counted in front of the depositor. A written receipt from the Dean's office will be provided to the club officer submitting the deposit for cashiering verifying the amount to be deposited. Cashiered departmental deposits must be submitted to the Main campus cashier not less than weekly and as often as necessary when the monies collected exceed \$500.

- ii. The Dean's office will provide electronic checkout form and the cash receipts with each deposit submitted to the Main campus cashier.
 - iii. All Receipt numbers must be sequentially accounted for
 - 1. A copy of the receipts are included with the deposit checkout form.
 - a. A copy of voided receipts is included so that all sequentially numbered receipts are accounted for.
 - b. Voided receipts must be marked through (- optional - with one diagonal line) and the word VOID written on the receipt across the line.
 - 2. Deposits being submitted to the campus cashier in a locked money bag
 - a. Money bag must be brought to the cashier during cashier business hours by the Dean of Students or designated representative.
 - b. A receipt will be given to the person delivering the money bag.
 - c. Money bags received before noon are counted and verified before the cashier's close of business; money bags received after noon may not be counted until the next business day. Money bags not counted until the next business day will be locked in the cashier's vault.
 - d. Money in the bags is counted and verified to the checkout form in the bag by 2 people in the cashier's office
 - e. Discrepancies between the amount reported on the transmittal and the actual money counted will be noted and coded to over/short.
 - f. The Dean of Students and/or ASCMA faculty advisor, president and student club president (when appropriate) will be notified of discrepancies.
 - f. Deposit transmittals:
 - i. ASCMA deposits are recorded in the University's electronic cashiering system.
 - 1. Recording deposits electronically facilitates accuracy and promptness of cash application, as well as systematically generates a deposit transmittal.
 - 2. Cashiering system access and training on its use is available through the cashier's office.
5. ASCMA follows the University Procurement Policies & Procedures. Good business practices should be used in selecting vendors. Any comparisons of prices or services should be kept with the purchase requisition.

- a. For purchases under \$2,000, Direct Expense payment is used. These purchases do not require a purchase requisition from, and can be submitted directly to Accounts Payable for payment processing.
- b. All **SERVICES** require a purchase requisition and an approved Purchase Order or Contract to ensure all risk management and insurance requirements are met. This includes all services for events, ie: banquet facilities, bands, rafting trips, etc.
- c. For purchases over \$2,000, the requisition is reviewed according to the University purchasing policy available at:
<http://www.csum.edu/Procurement/Procurement3.htm>
- d. Purchase orders for goods over the \$2,000 limit will be set up in PeopleSoft with appropriate match requirement for Receiving.
- e. All contracts are made by the University Purchasing Office. Please submit any contract requests directly to Purchasing
- f. Purchasing guidelines from student funds includes:
 - i. No alcohol
 - ii. No tobacco
 - iii. No fire arms
 - iv. Other prohibitions in accordance with the State Administrative Manual (SAM) which is located on the state DGS website:
 - 1. http://www.search.dgs.ca.gov/serp.asp?q=SAM&client=ca_dgs&site=ca_dgs&output=xml_no_dtd

6. ASCMA follows the University practices for managing capital equipment and sensitive equipment items.

- a. **Definitions**
 - i. Capital equipment is defined as all equipment with total acquisition cost of \$5,000 or greater and a useful life of at least one year
 - ii. Sensitive equipment is defined as equipment ranging in cost from \$500 to \$5,000 and having a high risk of pilferage, loss or theft
- b. **Acquisition Phase.** Capital equipment and sensitive equipment must be identified as such at the time of purchase or acquisition
 - i. CMA Purchase Orders will indicate who ordered the equipment and where it is to be delivered (i.e., End User, Bldg and Room #)
 - ii. A copy of Capital equipment PO's and related contract and bid information will be forwarded to the Accounting Department to become part of the substantiating documentation for the asset
 - iii. CMA CCP card purchases of sensitive equipment will require that a Sensitive Item Acquisition Form be completed and attached with submitted receipts. WARNING: many sensitive equipment items are not allowed to be purchased using the CCP card

- iv. When the designated receiving warehouse employee receives the equipment from the delivery vendor, along with a vendor delivery receipt, the designated warehouse employee:
 - 1. Tags the equipment with the appropriate bar code tag
 - 2. Receives the item into the Peoplesoft System and completes the Equipment Tagging Form
 - v. Responsible Party-ASCMA
 - vi. Taking reasonable security precautions to discourage loss, theft, or misuse of property Report lost, stolen, and damaged property to appropriate personnel Reasonable care, maintenance, and use of equipment to prevent damage
- c. **Disposition Phase.** When assets are determined to be at the end of their useful life and need to be surveyed (disposed of) a Form 152 shall be completed and signed off by the survey committee.
7. The State of California requires taxpayer identification number information from the vendor **prior** to contracting to do business with the vendor. The state form 204 is required to obtain this information. Either ASCMA or Procurement can submit this form to the vendor.
8. Procurement Card (CCP Card) - The ASCMA advisor has a University procurement card. If the purchase request has been properly approved, the advisor may use the procurement card to make purchases on behalf of the ASCMA.
- a. The charge is kept on a purchase activity report and compared to the monthly credit card statement.
 - b. Charges for ASCMA are coded to trust fund 48461.
 - c. The advisor signs the activity report, attaches receipts, and forwards to the Finance team with the monthly statement.
9. All disbursements are made by the Finance team Accounts Payable group. All disbursement requests must include sufficient and appropriate substantiation and authorization as outlined in the University disbursement policies.
- a. Sufficient and appropriate documentation and authorization is evidenced by:
 - i. Name of event, including date and time;
 - 1. agenda or event calendar required, if available from sponsoring organization
 - ii. Event location
 - iii. List of attendees and their relationship to the ASCMA.
 - 1. If the event is held has an unknown number of participants a copy of the announcement or event flyer must be attached
 - iv. State the ASCMA business purpose of the event
 - v. **Original detailed** receipts must be attached

- vi. Invoice, if vendor invoice is to be paid
 - 1. Document date goods or services were received and that invoice is ready for payment
 - vii. Student reimbursement requests, must include all of the above with required approvals and **proof of payment**
- b. To request payment, the individual or club;
- i. Obtains ASCMA Purchase Requisition form from the ASCMA treasurer
 - ii. Attaches and provides sufficient and appropriate documentation (outlined above)
 - iii. Provides account coding: Account # - 48461 (trust fund) – Dept ID – ASCMA Classification code
 - 1. Account information is available on line at the Fiscal Services Website, Forms & Policies
 - iv. Treasurer or other delegated officer reviews disbursement request
 - 1. Verifies if the requested purchase can be processed as a direct payment or if a purchase order requisition needs to be submitted.
 - 2. Verifies that sufficient and appropriate documentation is attached
 - 3. Signature confirms approval of expense
 - 4. forward to ASCMA advisor
 - v. ASCMA advisor reviews, approves and forwards to Accounts payable
- c. Disbursements for events
- i. If the event has a limited number of known participants, such as a ski trip,
 - 1. A list of attendees must be submitted with the request
 - 2. A copy of the sign up sheet will satisfy the list of attendees requirement
 - ii. If the event has an unknown number of attendees, such as a basketball game or comedy night,
 - 1. An estimated number of students is provided with the requisition along with a copy of the announcement or flyer for the event.
 - 2. A subsequent list of attendees should be provided after the event; copy of the sign up sheet for the event will satisfy the list of attendees requirement
 - 3. Difference between initial amount disbursed and actual amount required to purchase tickets should be returned and deposited with the cashier within 5 business days of the event.
 - a. Document or substantiate any differences between estimated, actual and amount NOT returned to the cashier for deposit

10. Reimbursement for authorized travel:

- a. Student completes state form 262, Travel Expense Claim.
- b. Travel Claim processed according to University travel policy.
- c. Forms are available online at the Fiscal Services website: Forms & Policies

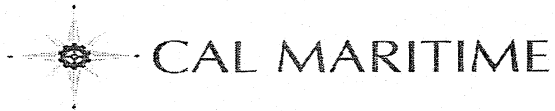
Cal Maritime

Food Service Event Concession Sales

LAST REVISION DATE: 03/03/2014

PURPOSE: On occasion the campus may provide events open to the general public. During these events, the campus food services department may sell food and/or drink to the public. All sales are recorded through the use of mobile cash registers using the Blackboard software and the current policies and procedures for cash handling and reconciliations to the General Ledger apply. Tickets are no longer used in concession sales. This business process documents the procedures and controls in place to account for these concessionary sales.

1. Concessionary sales are facilitated two separate ways:
 - a. Sales are made at Morrow Cove cash register where buyer is given a receipt to redeem for food or beverage at a satellite station outside Morrow Cove, such as food and/or beverage sold during the summer concert series
 - b. Sales are made at a mobile cash register at a satellite station, such as Pirate's Cove during Day on the Bay
2. The cashier is required to log in and record sales via Blackboard in the same manner as regular dining hall sales are recorded.
3. For sales made at Morrow Cove in which a receipt is given to be redeemed for food or beverage.
 - a. The customer receives a food or beverage receipt for the item purchased.
 - b. The food or beverage receipt is taken to the appropriate person dispensing food or drink and exchanged for the food or drink.
 - c. The food or beverage receipt is marked 'VOID' when redeemed and are only valid during the event period. ie. use it or lose it.
4. Cash receipts are counted and reconciled in dual custody with the food service manager on duty, using the same process as dining hall daily sales.
5. Cash receipts are kept in a locked change bag secured in the vault until the university cashier's office is open and can receive the receipts for verification and deposit.
 - a. Cash receipts are turned into the university cashier's office using the standard process for daily dining hall sales receipts.
6. Verification of the deposit amount and reconciliations to the General Ledger are performed daily as part of our daily deposit and revenue posting process.



EVENT CASH REQUEST

EVENT ID# _____

DATE: _____

EVENT NAME: _____

BUDGET CHARTFIELD: _____

Account Fund Dept Class

TOTAL REQUEST AMOUNT: _____ **DATE REQUIRED:** _____

QTY OF DENOMINATIONS: _____ 1's _____ 5's _____ 10's _____ 20's _____ 100's

AUTHORIZED BY: _____

Print Name

Signature

TO BE PICKED UP BY : _____

Print Name --- signature is Custodian 1, below

CHANGE in CUSTODY log:

From Cashier to custodian 1: **Amt: \$** _____ **Date:** _____
(cashier receipt attached) Signature - custodian 1

From custodian 1 to custodian 2 **Amt: \$** _____ **Date:** _____
Signature - custodian 2

From custodian 2 to custodian 3 **Amt: \$** _____ **Date:** _____
Signature - custodian 3

From custodian 3 to cashier **Amt: \$** _____ **Date:** _____
(cashier receipt attached) Signature - custodian 1

*****All event cash disbursements are recorded as advances to the person picking up the cash and changes with each change in custody. The final custodian is responsible for returning cash and/or expense documentation to the cashier in order to settle the account and clear the cash advance. Amt is the amount of actual cash transferred from one custodian to the next.*

EXPENSE DOCUMENTATION REQUIRED:

1. Lump sum disbursement to students for meal use: List of team members receiving \$, amount received and initials of each participating member
2. Group meals: detailed receipt from restaurant and list of team members participating with their initials beside their name
3. Other: detailed receipt and information documenting business purpose of expense

Expense documentation is returned to cashier as part of final settlement of advance.