Cashier Training (CW 505)

The University of Texas at Austin

Last Updated 5/10/07
Depositing Proceeds from Fundraising Sales Into Your Account

As you collect cash and checks from your successful fundraising efforts, it is important to note that there are specific UT policies concerning how your funds should be handled. On the front end, each organization should develop and maintain a system of keeping records on a daily basis (in the form of a log) to account for their sales and/or collection of membership dues. If an audit is ever performed, it should be apparent that all of your collections are being deposited into your UT 19 account. These records must be retained for three years on a rolling basis. A basic template can be found in the forms section, along with an example.

Pre-numbered receipts that you issue to your customers must support all “over-the-counter” collections of money. The original copies of the receipts are to be given to your customers, and the duplicate copies are retained for balancing with your cash receipts log. If you collect dues, you should follow this same process. As is the case with your daily sales logs, your receipt books should also be retained for a three-year period. If your organization accepts checks in payment for dues or fundraising sales, make sure your customers/members make their checks payable to The University of Texas at Austin, not to your organization.

As was mentioned in an earlier section, it is not an option to maintain a petty cash fund (working out of a cigar box). All of your financial activities must be run through the University’s accounting system. The reason for this is that since you are a sponsored organization, you are acting as an agent of The University of Texas, and all of the funds you collect are as a result of your UT affiliation (although they are still designated to benefit your organization). You may not operate outside of the official University system under any circumstances. Violations of this University policy will put your organization at risk for losing its sponsored status.

As far as the cigar box concept goes, however, it is acceptable and practical to use some type of bag or container to collect your fundraising sales, as long as you keep it in a safe and secured place to prevent loss. Following each fundraising event, you should:

1. Have two people count and verify the cash and checks collected
2. Have one person (different from the two people who counted the cash and checks) tally and enter into your logbook the total amount of documented collections from the receipt book.
3. Compare the two totals (they should match). If you are off by more than $25.00 in either direction, you should report it to the Assistant Dean for Financial Affairs, Joe Sosler, and the Assistant Dean for Student Affairs, Diane Ginsburg.
4. If you have collected cash, you are required by UT policy to present the funds for deposit into your account within 24 hours. If you only have checks and they total $500.00 or more, then you are required to present them for deposit within 24 hours. If you only have checks and they total less than $500.00, then you should present them for deposit within one week. To make a deposit, bring your funds to Mario Bermea in PHR 5.114. Make sure you have your account number with you.

While it is not allowable to work out of a “cigar box” by treating your cash receipts as a petty cash fund, it is recommended that you maintain a $20.00 reserve in your “cigar box” so that you
can make change at your next fundraising event. However, you must be able to account for these
reserve funds at all times, and you must keep these funds in a secured location to prevent loss.

**College of Pharmacy Sponsored Student Organization Cash Handling Highlights**

**Overview of Cash Handling:**
- Each organization should have their own receipt book with pre-numbered receipts.
- Any time funds are collected on behalf of the organization, there should be at least
two persons present.
- Any time funds are collected from anyone, a receipt must be transmitted to them.
- Keep your collections in a safe place where other customers/passers-by can’t walk
off with the proceeds.
- Don’t let yourself get distracted while you are conducting a sale. See previous bullet
point.
- After the day’s activities are completed, have two different people count the cash
and checks. The totals would be logged when those two people come to an
agreement.
- Have a third person add up the totals from the receipt book. This would be logged
and the totals should match. If they don’t, then note the discrepancy in the log. If
the discrepancy is $25 or more in either direction, you are required to contact Joe
Sosler immediately so that Internal Audits can be notified.
- Keep your receipt book and log in a secured location. They must be available for
inspection by Joe Sosler or Internal Audits on a moment’s notice any time during
regular business hours.
- All sales and receipts must be deposited on a daily/weekly basis. It is the
responsibility of each organization to provide their own change fund.

**Other Points:**
- Checks should be made payable to UT Austin
- Before you accept a check, make sure it is pre-numbered, that it is completely and
correctly filled out, and it is signed. Any alterations or cross-outs must be initialed
by the check’s owner.
- Make sure the name of the signature matches the name printed on the check.
- If the person presenting a check is a UT student or employee, have them write their
EID on the memo line. If anything happens and the check doesn’t clear, your
account will be charged back if UT can’t collect on it.
- If you collect cash, it must be presented for deposit (taken to the Business Office)
within 24 hours. If you only collect checks during a given week, you must take your
deposit to the Business Office within 24 hours of the time you reach $500 or by the
end of the work week, whichever comes first.
- Collections must be stored in a safe (I don’t know of anyone in the College who has
one), in a locked desk or file cabinet, or in a locked box. Keep your funds as secured
as possible.
- Thefts must be reported to UTPD as soon as they are discovered.
• Any time funds change hands, there should be some type of documentation backing this up. That is why you will be asked to sign the deposit log in the Business Office when you present your funds for final deposit into your account.

Finally:
• Any person who will handle cash or checks in the course of conducting business on behalf of your organization is required to take the UT cashier training course.
• Food sales must be tracked separately from merchandise sales when your deposit is brought to the Business Office.
Key Points About Handling Cash

- Don't permit interruptions while you are handling a transaction. If a customer tries to interrupt while you are counting money, politely ask him/her to wait until you are finished. When you are handling money, you must finish one transaction at a time. However, don't let the interruption cause you to speak impolitely.

- Treat customers courteously; smile when you refuse to be interrupted.

- Never allow yourself to become so confused by a customer's demands that you allow the customer to tell you what to do.

- Give special treatment to large denomination bills:
  - Examine both sides.
  - Look for alterations, markings, evidence of counterfeiting.
  - If you run into difficulties, call for your supervisor.
  - Don't argue or accuse the customer if you suspect you have a counterfeit bill.

- Whenever possible, count change into the the customer's hand.

- When counting stacks of currency, hold bills in one hand & pass to the other hand.

- Put faces in same direction (look at them
instead of numbers).

- For additional information about security features in new money, please check out the U.S. Treasury site.
Parts of a Check

Definition--A check is a written order that is considered legal tender and directly payable by a bank. This includes pre-printed checks, traveler checks, money orders and temporary checks.

Diagram

The diagram below shows the front parts of a check.

![Diagram of a check]

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Check number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Street Address</td>
<td>Date Bank</td>
</tr>
<tr>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Owner City, Owner State, Owner Zip</td>
<td></td>
</tr>
<tr>
<td>Pay to the</td>
<td></td>
</tr>
<tr>
<td>Order of</td>
<td>Payee Name</td>
</tr>
<tr>
<td></td>
<td>Written Check Amount</td>
</tr>
<tr>
<td>Reason</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Owner's</td>
</tr>
<tr>
<td>MICR coding</td>
<td></td>
</tr>
</tbody>
</table>

Parts of a check

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Pre-printed name of the check owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Street Address City State Zip</td>
<td>The pre-printed address of the owner</td>
</tr>
<tr>
<td>Check Date</td>
<td>The date the check was issued</td>
</tr>
<tr>
<td>Check Number</td>
<td>The pre-printed number of the check</td>
</tr>
<tr>
<td>Payee Name</td>
<td>The person or place receiving the check</td>
</tr>
<tr>
<td>Numeric Check Number</td>
<td>The numeral number of the check amount</td>
</tr>
<tr>
<td>Written Check Amount</td>
<td>The dollar amount written</td>
</tr>
<tr>
<td>Bank Name</td>
<td>Pre-printed bank name where check was issued</td>
</tr>
<tr>
<td>Bank Street Address, City, State,</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td>Pre-printed bank address of issuing bank</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Owner Signature</td>
<td>Written signature of check owner</td>
</tr>
<tr>
<td>Reason</td>
<td>The reason for the check</td>
</tr>
<tr>
<td>MICR Coding</td>
<td>Magnetic character recognition code</td>
</tr>
</tbody>
</table>
Check Inspection Procedures

Look at the whole check.

1. Has it been altered? Initialed, if altered?

2. HAS IT BEEN SIGNED?

3. Move your eyes to the preprinted name.

4. Is it the same as the signature?

5. Is there a printed address?

6. Is there a local street address? P.O. Boxes are not permitted.

7. Look for the phone number, social security number, and TDL or other valid drivers license.

8. Check the date. Post-dated? (future date) or Stale-dated? (check date is over the void date on the check—if no void date on check, stale dated is any check over ninety (90) days old.)

9. Look at the payee. Should be "The University of Texas at Austin"

10. Number amount should be exact amount of bill or sale and agree with the written amount. Watch carefully for missing words in written amount. The written amount is the amount the bank considers legal and valid.

11. Look at the name and address—and MICR coding below.
12. Now that you know the check is made out right, do the most important thing!! Check the identification and signature!! LOOK AT THE PHOTO AND THE FACE in front of you.

13. Initial the check and indicate the type of sale or service.

14. Stamp endorsement on back of check.
Returned Checks

- The University of Texas at Austin Return Check Department processes all checks and electronic transfers which have been returned by the bank.

- The University imposes a $25 return check service fee for each returned check.

- These include checks written by students and checks written to departments by non-students.

- If an individual notifies your department that a check will be returned, direct them to the Return Check Department at 475-7984.

- *DO NOT* attempt to collect funds for a returned check.
Check Security Features

- Be sure to look at the check for security features and follow the directions on the check.

- For example, if the checks state on it that a watermark will appear if held to the light—please ensure that a watermark does appear.

- Or if the check states that if the amount is over $XXXX.XX amount then it requires two signatures, then please ensure that the check has two signatures.

- If you do not follow the directions on the check, then you could be held liable for taking the check.

The following are some examples of check security features:

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Laid Lines - Are unevenly spaced parallel lines on the back of the check. They make it difficult to physically cut and paste dollar amounts and payee names without detection.

Pantographs - Are patented designs that protect a document from being illegally duplicated. When copied or scanned, words such as Void or Copy become
visible, making the copy non-negotiable.

**Fourdrinier Watermarks** - Are faint designs pressed into the paper while it is being manufactured. When held to the light, these true watermarks are easily visible from either side of the paper for instant authentication. Copies and scanners are incapable of duplicating Fourdrinier watermarks.

**Artificial Watermarks** - Are subdued representations of a logo or word printed on the paper. These marks can be viewed while holding the document at a 45 degree angle. Copiers and scanners capture images at 90 degree angles and cannot see these marks.

**Thermochromic Inks** - Change color or disappear when heated. A document with thermochromic ink can be rubbed for instant authentication.
**Dual Image Numbering** - Creates a red halo around the serial number or in the MICR line of a check. The special red ink also bleeds through to the back of the document so it can be verified for authenticity. Color copiers cannot accurately replicate these images back-to-back.

**Microprinting** - Is printing so small that it appears as a solid line or pattern to the naked eye. Under magnification, a word or phrase appears. This level of detail cannot be replicated by most copiers or desktop scanners.

**High-Resolution Borders** - Are intricately designed borders that are difficult to duplicate. They are ideal for covert security because the design distorts when copied.

**Prismatic Printing** - Is a multicolored printed background with gradations that are difficult to accurately reproduce on most color copiers.

**Warning Bands** - Are printed messages that call attention to...
the security features that have been added to protect the document. These bands should advise the recipient to inspect a document before accepting it and may deter criminals from experimenting.

**Holograms** - Are multicolored three-dimensional images that appear in a reflective material when viewed at an angle. They are an excellent but expensive defense against counterfeiting in a controlled environment. Holograms are usually not cost-effective on checks, but are valuable in settings such as retail stores where a salesperson or attendant visually reviews each item before acceptance. Admission passes, gift certificates and identification cards are enhanced by holograms.

**Safety Papers** - Combat erasures. For years, paper manufacturers have sold safety papers with multiple layers of colored fibers. When forgers try to erase the paper, it bleeds. However, generic check safety paper is easily
obtained by forgers from office supply stores and mail order catalogs. Controlled specialty papers are vastly superior because they are much more difficult to obtain and contain additional safeguards. Although more expensive, specialty papers are an excellent investment.

**Multiple Reactive Papers** - Produce a stain or the word "VOID" when activated with ink eradicator class chemicals, making it impossible to chemically alter a document without detection. To enhance security, the word "VOID" can appear in multiple languages, including English, Spanish, and French.
Adding Machine Tapes on Checks for Departmental Deposits

Since the cashier's office no longer runs adding machine tapes on checks received with departmental deposits, it is necessary for the departments to follow the guidelines listed below when running tapes on checks.

- All adding machine tapes should begin with 0.00 or 0. C (indication that machine was cleared before running tape).

- In order to insure balancing accuracy, you must run two (2) tapes and include both tapes with your deposit.

- After TOTAL on tape, allow at least one (1) inch before tearing off tape.

- This is necessary for the cashier to place their cashier stamp on the tape.

- Tapes MUST be at least four (4) inches long. This is necessary for microfilming checks because tapes any shorter jam in the microfilm machine.
Adding Machine Tapes on Checks for Departmental Deposits

- List only checks on tape. DO NOT include cash.

- Print on tapes should look like:
  123.00 or
  213.45
  NOT:
  123 or
  123. or
  123.00000 or
  30 X 10.00 = 300.00

- All checks listed must be on one tape and must equal the Check Total which is listed on the deposit. Or if a department a department has a very large volume of checks (over 250), then the checks must be added in batches, with a "total" tape adding all the batches together. This "total" tape must equal the Check Total on the deposit.

- All checks listed must be endorsed by the department. Endorsement must be placed on the check in accordance with banking regulations and University procedures.

Endorsement Sample:
For Deposit Only
The University of Texas at Austin
(Department name)
(Dept. Account Number optional).
• The following are not permissible:
  o Computer generated tapes
  o Xerox copies of tapes
  o Tapes that are stapled, scotch taped, etc.
Key Points About Handling Cash

- Change is counted three times: the first time by you silently when you remove it from the cash register drawer, the second and third times by you and the customer together when you count it into his/hers hands.

- Count change starting with the amount owed and ending with the amount tendered.

- Keep money received from the customer on register above the drawer until the transaction is completed.

- When counting change, state dollar denominations each time (if the count starts at $5.25, say "five twenty-five, not "twenty-five"). If you mention each new dollar denomination throughout, you are less likely to miscount.

- If a customer hands you small change with paper currency, deduct the additional change tendered from the amount owed. Example: If a customer hands you five dollars and four cents to pay $1.24, subtract the four cents from the $1.24, leaving $1.20, and start counting the change from that amount.
Overages/Shortages Procedures

- All cash shortages and overages must be reported on the cash receipts voucher.

- Overages or shortages that are equal to or greater than $25.00 in cash receipts or petty cash must be reported to the Office of Internal Audits immediately upon determination.

- Losses including theft or burglary should be reported to the UT Police Department and the Office of the Controller.

- **Note: Do not disturb cash areas if theft or burglary is suspected.**

Reference

University of Texas System Board of Regents' *Rules and Regulations* Series 22201

*Handbook of Business Procedures* Part 6.2 C

*Policy Memorandum 6.303 January 19, 1982*
When Should One Make a Deposit?

- Deposits should be deposited daily if equal to or greater than $500.00.

- Deposits should be made weekly even if accumulation is less than $500.00.

Reference

University of Texas Board of Regents' Rules and Regulations Series 22201

Handbook of Business Procedures Part 6.5 B
Security

- Cash processing areas should be secure from entry by unauthorized people.

- When cash is not in use, it shall be stored in a locked safe, locked drawer, locked box, or in a register.

- Cash in unlocked drawers/boxes should never be left unattended.

Reference

University of Texas System Board of Regents' Rules and Regulations Series 22201
Transferring Funds

- Every time funds are transferred, the funds should be counted in the presence of both parties.

- The person receiving custody of the funds should sign some type of documentation accepting responsibility for the funds.

Reference

*Handbook of Business Procedures* Part 6.1 C3