

## Special Event Cash Handling Procedures

### 1.0 Purpose

The purpose of this document is to establish procedures for cash collection during special events based on the [Integrated CSU Administrative Manual](#) (Section 3000 & 6000).

### 2.0 Objective

Cash collection procedures are used to ensure that controls are established to account for, collect and document in a timely manner the physical security of Cash and Checks over all University collections and to protect against and detect the unauthorized use of University funds.

### 3.0 Responsibilities

The establishment and maintenance of cash handling policies and procedures for Humboldt State University have been delegated to the Controller of Business Services by Executive Memorandum 1000 and the associated delegation of authority. The Controller has delegated this to the Manager of Student Financial Services

Any individual (faculty, staff or student), group, department or organization that intends to collect payments on behalf of or in conjunction with Humboldt State University is required to obtain permission from the Controller of Financial Services and follow the procedures outlined in this document. Volunteers are not authorized to collect cash or cash equivalents on behalf of the university.

After obtaining approval from the Controller of Financial Services the event coordinator will work with the Manager of Student Financial Services to review required procedures and obtain supplies needed to properly handle payments.

The Event Coordinator must maintain compliance with control procedures at all times. If at any time the coordinator is unable to maintain the necessary controls, he/she will contact the cashier's office or UPD for immediate assistance.

All fundraising activities including auctions, phone-a-thons, raffles or special events must be approved by the Director of Advancement & Philanthropy prior to any cash handling arrangements.

### 4.0 Procedures

#### **4.1 General**

- a. All cash handling activities will be performed in dual custody, by two or more University employees. Only trained employees will be allowed to accept cash or cash equivalents at any HSU event.
- b. All employees with direct access to, or control over, cash, checks, other cash equivalents, are considered to hold Sensitive Positions and are subject to background checks in accordance with HR Coded Memo 2015-10 policy
- c. The Event Coordinator or a designated supervisor must be present during the entire event and student employees will be supervised by a HSU staff or faculty member.
- d. Money collected will be stored at all times in a cash box provided by the Cashier's Office. The cash box should never be left unattended, the events

- coordinator will be assigned as the custodian of the funds is responsible for safe keeping of all funds until they are delivered to the Cashier's Office or lock box.
- e. Volunteers are not authorized to handle cash or cash equivalents on behalf of the university, but may act as a second person for dual custody.
  - f. **Events expecting to generate in excess of \$1000 may be required to have an HSU Cashier present at the event for supervision.**
  - g. If needed, a temporary change fund in an amount sufficient for all cash activity will be assigned to the coordinator. As guardian of the change fund, the Event Coordinator will assume responsibility for the change fund until it is returned to the Cashier's Manager at the conclusion of the event. The change fund will be kept in a locked drawer, secure safe or vault with limited access. The change fund should never be left unattended. Please fill out the [Request for Petty Cash/Change Fund Form](#).
  - h. The Events Coordinator will assign a cash till for each sales person at the event. The sales person will verify the cash till and will sign a transfer log as temporary guardian of the funds. Each sales person will be provided with a separate lockable receptacle to which only the sales person will have access. Cash tills should never be co-mingled, a separate cash till will be required for each revenue source, including but not limited to ticket sales, concession stand, retail sales, raffle, auction, etc.
  - i. All revenue or donation streams must be collected with some sort of official record keeping system, ticket, receipt or cash register.
  - j. Checks should be made payable to Humboldt State University or a reasonable variation. Checks cannot be dated earlier than 180 days prior to the day of acceptance and no later than day of acceptance. Checks cannot say "payable/paid in full" or be two-party.
  - k. At the end of the event, each cash till will be placed in a tamper proof plastic bank deposit bag by the sales person and the Event Coordinator. The Event Coordinator or their designee will be responsible for transporting the deposit bags to the Cashier's Office. If the event occurs outside the normal business hours, the cash deposit bags will be delivered to UPD immediately following the conclusion of the event and stored in a secure locker. The combination to the UPD locker will be provided to the Event Coordinator by the Cashier's Manager.
  - l. Transportation of deposits must always be a high priority and should not conform to any regular schedule. Transporting deposits to the HSU Cashiers Office will be accomplished in a secure manner to protect individuals, cash, and cash equivalents involved.
    - Cash deposits under \$1000 must be hand-carried by an authorized campus employee to the Main Cashier's Office.
    - Cash deposits exceeding \$1,000 must be transported by a campus police escort.
    - Check only deposits under \$5,000 must be transported by an authorized campus employee
    - Cash and cash equivalents accumulatively exceed \$5,000 must be transported to the Main Cashier's Office by campus police escort.
  - m. The next business morning following the event, two University Cashier's will retrieve the secured deposit bags from the UPD locker. The bags will be opened in dual custody and the contents counted and reconcile to the record keeping

devise for the event. A final report of sales will be prepared by the Cashier's and submitted to the Event Coordinator within 2 business days of the event.

## **4.2 Gate Receipts or Entrance Fee**

- a. Pre-numbered tickets will be used for all admittance. Tickets can be produced by Event Coordinator or the HSU Marketing Department with approval by the Cashier's Manager. The tickets must be pre-numbered sequentially and inventory must be maintained. If there are different ticket prices for entry, a separate ticket sequence and color must be used, (example Adults \$10 red, Students \$5 yellow).
- b. At the beginning of the event, the first pre-numbered ticket is to be removed by the Event Coordinator and attached to the sales person transfer log. Transfer log forms will be provided by the Cashier's Office and are to be store with the cash till. At the conclusion of the event, the logs will be place the bank deposit bag with the money collected.
- c. The Cashier's Office will reconcile each bag to the tickets sold. The Event Coordinator will provide the Cashing staff the information needed to reconcile the cash including: ticket price, complimentary tickets issued or void/cancelled tickets. A final report of sales will be prepared by the Cashier's and submitted to the Event Coordinator within 2 business days of the event.
- d. All sales will be recorded in the appropriate Advancement Trust as fundraising revenue (580825). If a portion of the entrance fee is greater than the cost of putting on the event, it will be recorded as a donation (503401).
- e. If the event is multiple days. The Cashiering Staff will prepare a daily cash till for each event, the cash till will be placed in a tamperproof deposit bag and stored in the UPD locker for pick-up by the Event Coordinator.

## **4.3 Retail Sales or Concessions**

- a. Items being sold at the event will need to be purchased for the sole purpose of the fundraising event by a Trust Fund in the Advancement Foundation. Inventory count sheets of the items will be maintained by the Event's Coordinator and provided to the Accounting Department after the event. Items will need to be stored in a lock cabinet or storage room with limited access.
- b. Retail sales and/or concession sales will require the utilization of a cash register or a pre-number receipt book with duplicate copies. Each transaction will be recorded individually. A separate cash register will be required for each sales person. The Cashier's Office can provide use of a cash register.
- c. At the end of the event, the cash register sales total will be ran, ("Z"). The cash register receipt tape which lists each transaction and a grand total for the event will be put into the deposit bag with the cash and checks. A separate bag is to be used for each cash register. Any over-rings should be circles by the sales person for reconciling purposes.
- d. The Cashier's Office will reconcile each bag to cash register sales total. Any shortage or overage will be posted against the revenue collected. A final report of sales will be prepared by the Cashier's and submitted to the Event Coordinator within 2 business days of the event.

- e. All sales will be recorded in the appropriate chartfield:
  - i. Fundraising events will post the revenue in an Advancement Trust as either concessions (504013) or Misc. Revenue (580090).
  - ii. Campus events can be posted in a state0side trust as either concessions (504013) or Misc. Revenue (580090).
- f. Sales tax may need to be collected for all retail sales and all taxable concession items sold at the event. A list of items being sold will need to be provided to the Cashier Manager prior to the event to identify the taxable items. Remittance to the State of California will be performed by the HSU Accounting Office.

#### 4.4 Raffle

- a. All event offering a raffle must be pre-approved by the Office of Philanthropy.
- b. All donated raffle items are to be reported to the HSU Advancement & Philanthropy Office prior to the event.
- c. Pre-numbered raffle tickets will be utilized for the event. The Event's Coordinated will maintain an inventory of all tickets for sale and will list the sales person who were issued tickets to sell.
- d. Pre-defined raffle ticket prices will be communicated to the sales staff. No alteration from the established prices will be allowed. Any additional contribution given to the ticket seller will be posted as a donation. (Recommended prices, \$5 each or 5 tickets for \$20).
- e. At the end of the event, the unsold tickets will be checked back into inventory by the Events Coordinator. All money collected will be put into a tamper proof bank deposit bag. The bag are to be sealed and authenticated by the two persons handling ticket sales.
- f. The Cashier's Office will in dual custody reconcile each bag to the tickets sold. The Event Coordinator will provide the Cashier's Office the ticket inventory sheet to reconcile the money collected.
- g. All sales will be recorded in the appropriate Advancement Trust as fundraising revenue (580825).

#### 4.5 Fundraising Contest

- a. Events that will be offering a contest that require a "game of skill" will need to be pre-approved by the Director of the Advancement & Philanthropy. Description of the rules for the game or contest will need to be pre-defined, including the prizes or pay-out for the winners.
- b. To account for the collection of entry fees and pay-out for the contest, a list of participating contestants will be maintain by the person running the contest and accepting the payment. When payments are received, they will be logged on the list and the money will be stored in a locking receptacle. Any pay-out from the contest will also be logged on the list. At the end of the event, the cash and the list of contestants will be stored in a tamper proof plastic deposit bag for transporting back to the University Cashier's Office.

- c. Revenue collected from these games will be posted as fundraising revenue (580825) and posted to the appropriate Advancement trust Fund. The Cashier's Office will provide training to staff members collecting payment for the contest.

## 4.6 Auction

- a. All donated auction items are to be reported to the Development Office prior to the event. The Fair Market Values (FMV) of each item will be assigned. Items sold below FMV will be post as fundraising revenue, (580825) in the appropriate Advancement Foundation Trust. For items sold above the FMV, the additional amount will be posted as donation revenue, (503401).
- b. Each auction item will have a sales form. The form will include a description of the item, and item number and the FMV. The form must also contain a space to collect the buyers name, address, purchase price and method of payment. The Cashier for the event will verify the payment, enter the required information about buyer on the form, sign & date and attach the payment to the form, (credit card slip, check or cash).
- c. At the end of the event, all sales form will be stored in a tampered proof plastic bank deposit bag and sealed. The bags will be stored in a secure place until they can be transported to the Cashier's Office or stored over night at University UPD locker.
- d. The Cashier's Office will processes all payments received for the auction, each transaction will be posted separately in the University cashiering software. A detail report of all transaction will be provided to the Events Coordinator.
- e. Sales tax will need to be collected for all item sold if they were donated item, food items or trips. The organization can either add additional sales tax to each item purchased or can be deducted from the sales price or paid from profits made at the event.

## 4.7 Direct Donation

- a. Direct donations in support of an event are to be mailed directly to the Gift Processing Center. This includes tickets sales, entry fees, hole sponsorship for golf tournaments, etc. Mail solicitation are to be approved by the Director of Advancement & Philanthropy prior to distribution.
- b. For all in-person donations received at the event, a receipt must be provided to the donor. The Events Coordinator will work with the Cashier's Office to developed an approved pre-numbered receipt to be used at the event
- c. Locking donation boxes can be utilized at events to collect unanimous donation. The donation box should never be left unattended. At the end of the event, the content of the box will be placed in a tamper proof plastic deposit bag by two employees for transporting to the University Cashier's Office.

## 4.8 Fund Drives or Phone-A-Thon Events

Events such as KHSU End of Year Appeal utilizing telephone solicitation for donations must adhere to Campus Procedures. Coordination with the Advancement Phone Center and the Director of Advancement & Philanthropy will be required.

## 5.0 Acceptable Forms of Payment

It is the policy of the CSU that cash and cash equivalents be collected and documented in a timely and controlled manner by authorized employees of the University. The Treasury Section 6330.00 of the Integrated CSU Administrative Manual (ICSUAM) for Cash Handling will be followed.

### 5.1 Cash

A campus may accept only U.S. currency and coins when cash is received. If cash payments are received at the event, a receipt must be provided to the customer for each transactions. Cash is to be stored at all times in a locking receptacle and should never be left unattended.

### 5.2 Checks

If checks will be an acceptable means of payment:

- a. Cashier's Office will issue an endorsement stamp that is to be treated in the same manner as cash.
- b. All checks must be restrictively endorsed immediately upon receipt.
- c. Payments must be payable to Humboldt State University or a reasonable variation.
- d. Checks cannot be dated earlier than 180 days prior to the day of acceptance and no later than day of acceptance.
- e. Checks cannot say "payable/paid in full" or be two-party.
- f. No checks are to be cashed.
- g. No IOU's are allowed under any circumstances.

### 5.3 Credit Cards

If credit cards will be an acceptable means of payment:

- a. The event must be in compliance with the University's PCI Compliance Policy.
- b. A wireless handheld credit card machine can be checked out from the Cashier's Office.
- c. Credit card receipts that are provided to the customer will be properly masked, showing only the last four digits of the credit card number. The credit card machines will be settled at the end of the evening and the reports will be included with the cash and checks from the event. The Cashier's Office will process all campus credit card refunds.
- d. Telephone authorizations for payment shall be processed in a manner conforming to the National Automated Clearinghouse Association (NACHA) Operating Rules and compliant to relevant State and Federal rules and regulations.
- e. Credit card information received over the phone must be processed on the credit card terminal by the end of the business day and then all information

- must be shredded. If the transaction cannot be immediately processed, it shall be temporarily stored in a locked room or file cabinet with limited access.
- f. The cashier's manager will approve all mail-in credit card solicitation forms departments would like to utilize prior to usage. All forms will be mailed directly to the cashier's office for processing.
  - g. Credit card information shall never be e-mailed and payment will not be accepted through fax.
  - h. Departments are not permitted to transmit, process, or store credit card information on HSU computer systems. Documents with credit card information will never be left unattended on employee's desk or in plain view of others. Credit card information will temporarily be stored in a secure storage unit until it can be processed and shredded or transferred to the Cashier's Office. Payment card data may not be retained by any employee or department.

## **6.0 Compliance**

The procedures outlined in this document are intended to safeguard assets of the University, maintain the integrity of the University through uniform procedures, instill confidence in those who participate in University events and provide protection for those entrusted with the handling of cash and cash equivalents. Failure to comply with the cash handling procedures will result in the loss of cashiering privileges as well as administrative and/or legal action by the University.

**Cash Handlers Certification of Training**

Department/Organization \_\_\_\_\_

I certify that I understand the Humboldt State University cash handling policy. I fully understand the requirements for cash handling and security of all university funds. I understand as an authorized employee of Humboldt State University I am required to follow the cash handling policies for accepting, depositing, recording and safekeeping of cash and cash equivalents.

I have reviewed these policies and procedure with my department supervisor and/or the Manager of Student Financial Services. I understand that I am required to be re-certified and trained every year.

I also understand that if I suspect potential fraudulent activity or if there is inappropriate activity surrounding the acceptance, storage or transportation of cash or cash equivalents on campus that I must notified the University Controller, the Manager of Student Financial Services or the HSU University Police.

<b>Name</b>	<b>ID</b>	<b>Signature</b>	<b>Date</b>
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