



Accounting and Administrative Manual
Section 100: Accounting and Finance

Campus Business Office Cash Receipts
No.: C-06

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General:

The adequacy of internal control over cash receipts depends primarily on the business manager's ability to segregate the responsibilities for the performance of certain duties and provide a complimentary system of authorizations and approvals.

In general, no one individual should be responsible for handling all phases of a transaction. Nor should one individual be responsible for both the custody of an asset and the accounting for that asset.

Because of its nature, cash requires maximum attention to controls over its custody and the related accounting. To the extent practical, the individuals having cashier responsibility should not have responsibility for the following:

1. Processing of account receivable transactions or related functions, except for payments on accounts.
2. Recording general ledger journal entries without substantive supervisory review and approval.
3. Preparation of bank reconciliations.
4. Maintaining control balances on accounts receivable or transaction journals.
5. Receiving and comparing receipted bank deposit slips to daily cash reports.
6. Receiving and recording debit and credit memos from the bank.
7. Custody of other cash funds.
8. Preparing the incoming mail receipts log.

Requirements and restrictions:

1. Checks must be restrictively endorsed "For Deposit Only" as soon as they are received.
2. Each day's receipts must be deposited without delay (generally not later than the following business day).
3. Large receipts (those in excess of \$20,000) must be deposited as soon as possible after receipt.

Centralized Administrative Accounting Transaction Alac Manual

Arturo Cuomo



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