Cash Handling Process Overview
(Cash and Checks)

Receiving
Receiving cash/checks for variety of purposes
(i.e., goods/services provided, receivables, etc.)

Depositing
Funds received are deposited

Reconciling
Deposits are reflected on Monthly Financial Reports

1) Funds Received
- Transaction Log/Pre-Numbered Receipts
  - Goods/Services Provided
  - A/R Updates

2) Deposits
- Safeguard Funds
  - Maintain record of all deposits
  - Enter into myUFL
  - Deposit to the University Cashier

3) Reconciling
- (Balancing)
  - Reconcile Monthly Financial Reports
to deposit records

Ideally Each Step Performed By Different Individuals
Cash Handling Process Steps – Cash and Checks

### Receiving Funds
1.1 Determine who is authorized to receive funds
1.2 Ensure cash handlers are properly trained
1.3 Money is counted / verified
1.4 Transactions are recorded and identifiable
1.5 Safeguard funds

### Depositing
2.1 Determine who is authorized to deposit funds
2.2 Ensure depositors are properly trained
2.3 Balance funds received
2.4 Complete Deposit Transmittal / record all deposits
2.5 Safeguard deposits
2.6 Deposit all funds at appropriate frequency
2.7 Obtain deposit receipt / acknowledgement

### Reconciling
3.1 Reconcile deposits with Monthly Financial Reports
3.2 Ensure deposit posted to proper ChartFields