

INSTRUCTIONS
For CCP Departmental Procedures

1. The Procedures must be:
 - a. completed and signed by the Custodian,
 - b. provided to the employees that are part of the CCP collection process,
 - c. attached to the online CCP Application.
2. Items in **[blue brackets]** indicate an item that needs to be filled in with the appropriate steps or verbiage that correctly describes the process for this department.
3. Review each section and update as follows:
 - a. For sections/verbiage that do apply, please update or replace the examples included so the steps reflect the actual departmental procedures.
 - b. For sections/verbiage that do not apply, for example if mailed check payments are not accepted, indicate it is not applicable.
 - c. Delete instructions in brackets placed throughout the document when it is completed.



[Enter Department Name]

[Enter Activity/Event Name, if applicable]

**Cash Collection Points
Departmental Procedures**

PURPOSE OF DEPARTMENTAL PROCEDURES

To establish controls and procedures that will provide [enter department name] employees involved in the cash-handling process of University funds with guidance for the performance of their Cash Collection Point (CCP) responsibilities.

The University’s [Cash Controls Policy 1110.010](#), the CCP Standard Operating Procedures, and these Departmental Procedures are to be followed by all employees that are part of the cash-handling process.

PURPOSE OF DEPARTMENT COLLECTIONS

The reason for collections at this location is: [Enter a description of the activities that generate the collection of cash.]

REQUIREMENTS TO COLLECT FUNDS

Per Cash Controls Policy 1110.010, a Cash Collection Point is defined as a physical location authorized by the University Controller, or designee, to collect more than \$1,000 per fiscal year, and the source of the revenue is other than recovery of expenditures such as telephone and copies, unless these types of reimbursements occur frequently. This department follows the requirements as noted below.

CCP Department Application Process

This location will collect cash outside of the University’s designated cashiering location and is required to apply and receive authorization from the University Controller before initiating such activity. This location has:

1	Designated a CCP Custodian.	[Yes / No]
2	Submitted the CCP Application.	[Yes / No]
3	Submitted a copy of these CCP Departmental Procedures.	[Yes / No]

New CCP Employees

All employees that have job responsibilities (collector, depositor, reconciler, or custodian) associated with this CCP have completed the following requirements:

1	Cash Collection Point Employee Application	[Yes / No]
2	Expanded Background Check	[Yes / No]
3	Cash Collection Point Training(s)	[Yes / No]

All employees are required to clear the Expanded Background Check per Human Resources policy [Background and Criminal History Check Requirements #1710.257](#).

Modifications to an Authorized CCP

The CCP Custodian for this location is responsible for notifying the Controller’s Office of any changes by completing the CCP Modification form. These changes include but are not limited to adding or removing employee(s); adding or removing activity number(s); revising processes and controls; and closing an authorized location. When a modification is required, the following must be completed:

1	Submit a CCP Modification form with updated information.	[Yes / No / NA]
2	When a new employee is added, they will submit a CCP employee application that includes a background check request.	[Yes / No / NA]

INTERNAL CONTROLS FOR DEPARTMENT

This location will always ensure appropriate procedures and internal control measures are in place. Strong internal controls prevent mishandling of funds, safeguard against loss, and protect employees by defining their role and responsibilities in the cash-handling process.

Segregation of Duties

The internal control that most effectively increases the security of the University's assets is segregation of duties (SOD). Cash-handling duties are designated so that collection, deposit, and reconciliation roles are assigned to different employees and accountability is established. Below are the roles and corresponding duties:

[The bullet points below must be followed. Enter additional tasks or responsibilities specific to this location, if any.]

CCP Custodian

This employee is responsible for:

- overseeing all cash operations and internal controls related to the CCP,
- ensuring employees complete the CCP Employee Application, background check and training(s),
- contacting FIU Police to discuss security measures where applicable,
- conducting periodic reviews to ensure internal controls are functioning as intended,
- updating the Controller's Office with any changes to the CCP operations,
- acting as the contact person for review and audit purposes.
- **[Enter additional duties specific to this location.]**

Collector

This employee is responsible for:

- conducting cash transactions with customers,
- exercising reasonable care in screening cash transactions for counterfeit currency,
- providing a receipt to customers,
- immediately endorsing checks upon receipt,
- entering transactions in a cash register, receipt booklet, cash receipt log, or other,
- counting and submitting cash and receipts to the Depositor at the end of their shift,
- submitting a copy of supporting documentation to the Reconciler.
- **[Enter additional duties specific to this location.]**

Depositor

This employee is responsible for:

- retrieving and counting cash receipts from the business day,
- exercising reasonable care in screening cash transactions for counterfeit currency,
- preparing and submitting the deposit,
- storing cash in a secure location until it is deposited,
- delivering deposit to the Cashiers Office or depositing via other designated deposit process,
- delivering deposit receipt and supporting documentation to the Reconciler.
- **[Enter additional duties specific to this location.]**

Reconciler

This employee is responsible for:

- verifying all cash received was deposited,
- verifying all cash was properly recorded in the General Ledger,
- retaining all supporting documentation per [FIU Records Policy 150.110](#).
- **[Enter additional duties specific to this location.]**

Safeguarding Assets

This department is responsible for safeguarding funds using proper internal controls and security. By their nature, cash receipts are prone to theft and misappropriation.

- Funds collected should ***not*** be kept on one's person, in a personal bank account, in one's home or car, or in a separate bank account.
- *The use of separate bank accounts by University personnel for the depositing of and/or safekeeping of University funds is strictly prohibited.* Per [Florida Statute Section 1011.42](#), "The board of trustees of each university shall designate the depositories in which any university funds may be deposited."
- Only authorized bank accounts may be used for the deposit of University funds.

[The bullet points below must be followed. Where appropriate select the option in green font. Enter additional responsibilities specific to this location, if any.]

In addition, to reduce losses and increase safety when handling cash, follow these steps:

- There is a central cash processing area, which is secured from entry of unauthorized individuals.
- Cash is always safeguarded by using **[locking cash drawers, safe or other secure locking device/location]** until it is deposited.
- **[Cash drawers/lock boxes, etc.]** are not shared, they are assigned to one employee at a time.
- The number of employees having access to cash is limited. See SOD guidance and table on page 5.
- Cash is counted in a secure location where non-authorized individuals cannot observe.
- Excess cash is removed from cash drawers visible to customers and stored in **[a safe or other secure location.]**
- When funds are transferred among employees the cash is counted together (dual count) and the transfer of responsibility is documented. **[Use sample Funds Transfer Log in Appendix A or use a similar log selected by department.]**
- A record is maintained of employees that have access to **[safe combinations and/or keys to cash drawers and safes.]**
- The combination to the safe should be changed when an employee is no longer to have access or separates from the position. Document the reason and date when the combination was changed. **[Indicate if this is not applicable.]**
- Security cameras are installed in cash handling areas. **[Indicate if this is not applicable.]**
- ***In the event of missing funds or inappropriate use of funds, the Custodian should contact Employee & Labor Relations, Office of Internal Audit, and FIU Police Department immediately for an investigation.***
- **[Enter additional safety measures specific to this location.]**

FIU Police

Employees' safety is of utmost importance. This location **[has /has not]** contacted [FIU Police](#) for guidance to ensure appropriate security when collecting and depositing funds.

[The bullet points below must be followed. Where appropriate select the option in green font. Enter additional responsibilities specific to this location, if any.]

- The CCP Custodian **[has/has not]** contact FIU Police to review the physical setup of any operation that routinely handles more than \$2,500 in currency daily.
- Deposits taken to the Cashiers Office in excess of \$2,500 in currency must have FIU Police escort.
- For cash collected during an off-campus events FIU Police must be contacted with advanced notice.
- **[Enter additional safety measures specific to this location.]**

Record Retention

Records of cash collected must be maintained by this department. Documentation for reconciliations, sales (such as cash register tapes, sales journal, receipts, mail/transfer logs, cash count sheets), and any other documentation prepared or obtained in connection with this CCP is part of this department's financial records.

Such records must be safeguarded, organized, and retained in an auditable format in accordance with [FIU Records Policy 150.110](#). In addition, per [Schedule GS1-SL](#) for State and Local Government Agencies financial transaction records must be retained for a period of five fiscal years after the transaction is completed.

[Enter this location's record retention process.]

Monitoring

The Office of the Controller will review authorized CCPs on an ongoing basis to ensure compliance with the University's [Cash Controls Policy](#) and CCP Standard Operating Procedures. In addition, the University's Office of Internal Audit and the staff of the State of Florida Auditor General's Office may conduct audits of CCPs.

This department will:

- Monitor and evaluate the effectiveness of its cash-handling internal control measures.
- Notify the Controller's Office of any vulnerabilities identified and the corrective actions implemented.

[Enter this location's process for monitoring internal controls.]

Other Related Controls

Credit/Debit Cards

This department accepts credit/debit card payments and must comply with the [Payment Card Processing Policy 1110.025](#). [Indicate if this is not applicable.]

Sales Tax

This department must comply with the [Sales Tax Policy and Procedures 1110.040](#) to determine if the revenue generated from activities is taxable and subject to sales tax collection and remittance.

Unrelated Business Income

This department must comply with the [Unrelated Business Income Policy and Procedures 1110.050](#) to determine if the revenue generated from activities is subject to income tax.

Third-Party Vendors

This department uses the service of a third-party vendor to collect cash on behalf of the University. The third-party employee(s) collecting cash must complete a background check. For information about background checks contact HR and for contracting vendors contact Procurement Services. [Indicate if this is not applicable.]

[Enter additional controls specific to this location, if any.]

PROCESSING PAYMENTS

Cash items accepted by the University include U.S. currency and coin, checks drawn on U.S. banks and written in U.S. dollar values (including travelers, cashiers, certified checks, and money orders), and credit/debit cards (this excludes online customer self-driven payments such as Eventbrite).

In-Person Payments

All incoming payments are recorded on a [\[cash receipt log, pre-printed receipts booklet, cash register, other recording method\]](#). It is important that receipts are always issued to customers for the protection of both the customer and the employee.

[\[Enter this location's process for In-Person Payments below.\]](#) [For example:

- Booklet Receipts -The original copy must be provided to the customer as a receipt and the duplicate copy retained.]
- Additional steps

Mail Payments

All checks received in the mail must be recorded on a log and restrictively endorsed once they have been identified as payments to this department.

[\[Enter this location's process for Mail Payments, including form/log used to record mailed checks such as the Cash Receipt Log in Appendix A from CCP Standard Operating Procedures.\]](#)

Unidentified Check Payments

Checks received that are not payment for this department **must not** be endorsed or deposited. Instead, these steps should be followed:

1. Immediately scan and email the unidentified check (PDF) and related supporting documentation to the Controller's Cash Management team at cashmgmt@fiu.edu.
The date the check was received (date recorded on the department's mail log) must be included as part of the email.
2. The Cash Management team will record the unidentified check in the Unidentified Check Payments Log.
3. The Cash Management team will post the Unidentified Check Payments Log in the monthly Panther Post Newsletter.
4. Research to identify the check within 45 business days from receipt date recorded on the log.
5. If the check is identified within 45 business days from receipt date, notify the Cash Management team so that the check is removed from the Unidentified Check Payments Log.
6. Deliver the check (inter-departmental mail or hand-delivery) to the correct department and communicate with the department's liaison to ensure proper routing.
7. If the check cannot be identified by the department within 45 business days, the check must be delivered to:

Office of the Controller
Attention: Cash Management
11200 SW 8th Street, CSC 411
Miami, FL 33199
Phone 305-348-2161

8. The Cash Management team may do additional research within five business days from receipt date. On the 6th business day, the Cash Management team will mail back the unidentified check to the payor.

Requirements for Currency and Coin Acceptance

When handling currency and coins, it is important to follow the guidance below to avoid issues with customers.

[The bullet points below must be followed, enter additional steps if any.]

- Currency must be counted in the presence of the customer.
- All change given back in a transaction must be counted out to the customer.
- Exercise reasonable care by screening transactions for counterfeit bills.
 - Use counterfeit markers on all bills \$20 and greater.
 - If a counterfeit bill is found return it to the customer.
- Leave all currency visible to the customer until the transaction is complete and put it away before handling the next transaction.
- Payments made in non-US currency cannot be accepted.
- **[Enter additional steps taken by this location.]**

Requirements for Check Acceptance

Checks received as payment for University sales and services **must** be made payable to Florida International University (or FIU) and must be restrictively endorsed using an endorsement stamp immediately upon receipt.

[The bullet points below must be followed, enter additional steps if any.]

Every check must be reviewed for completeness as follows:

- The check must be signed.
- The account holder's/payor's name and address should be included on the check.
- Verify that the check has a bank name, and that the routing and bank account numbers are encoded on the bottom of the check.
- Do not accept a postdated check (dated in the future) or stale dated check (older than six months).
- Ensure the written amount and numerical amount are the same. In general, banks will honor the written amount over the numerical amount.
- Ensure the check amount accurately reflects the amount due to the University. Currency cannot be returned to the payor in the event the check exceeds the amount due.
- Cashing of checks is strictly prohibited under any circumstances.
- Foreign checks are not to be accepted. All checks must be drawn on U.S. banks and written in U.S. dollar values.
- Notate the Driver's license ID, Panther ID or other government issued ID number on the check.
- **[Enter additional steps taken by this location.]**

Acceptance of Donations / Gifts

This location may receive donations/gifts in the form of currency or checks. Donations/gifts received in the form of a check, may be payable to the FIU Foundation or FIU. Do not endorse or alter checks received for donations/gifts.

These donations/gifts along with a completed [Foundation Deposit Transmittal Form](#) and any documentation must be taken immediately to the FIU Foundation. For details on gift processing contact the FIU Foundation.

[Enter this location's process when accepting cash donations. Indicate if this is not applicable.]

DEPOSITING PAYMENTS

Deposit Time Frames

Per [Florida Statute Section 1011.42](#), “all funds received by a university, from whatever source and for whatever purpose, shall promptly be deposited...”. To abide by this statute, FIU requires that departments adhere to these deposit time frames below, excluding weekends and holidays. Any deviation from these time frames must be reviewed and approved by the Controller’s Office.

- Currency must be deposited within one business day of receipt.
- Checks must be deposited within two business days of receipt.

Deposit Locations

Cash must be deposited at the Cashiers Office or via other approved methods in accordance with Florida Statute and University policy.

The use of separate business bank accounts by University personnel for the depositing of and/or safekeeping of University funds is strictly prohibited. Only authorized bank accounts may be used for deposit of University funds. Per [Florida Statute Section 1011.42](#), “The board of trustees of each university shall designate the depositories in which any university funds may be deposited.”

[The bullet points below must be followed, enter additional steps if any.]

For the safety of the employees:

- Deposits taken to the Cashiers should be concealed inside a bag and should not follow a pattern (for example, vary the time of day and the route taken when transporting cash).
- Campus mail **must not** be used to deliver deposits to the Cashiers.
- **[Enter additional steps taken by this location.]**

[Remove any bullet points below that do not apply to this location.]

This location’s deposits are taken to:

- MMC campus Cashiers, Student Academic Success Center (SASC) 101.
- MMC night drop box, near the Cashiers Teller windows, outside room 101.
- BBC campus Cashiers, Academic One (AC1) 140.

Other Deposit Services

Due to the nature of the activities performed that generate cash collections, this department requires the use of other deposit services. This location:

[Update this section/bullet points if it applies to this location. Indicate if this is not applicable.]

- Regularly collects currency in excess of \$1,000 daily,
- Holds an event off-campus,
- Transportation of deposits to Cashiers is not feasible within the required deposit timeframes,
- Other circumstances **[Enter specific circumstances, if any]**

The alternative deposit option used is **[remote deposits, armored car service.]** For information about the setup of these services contact Cash Management for remote deposits and Office of the Treasurer for armored car service.

Preparing Deposits

Account for all receipt or transaction numbers and verify that they are in sequence. Compare the cash closeout total with the transaction receipts (i.e., cash register tape, pre-numbered cash receipts forms, check log or other available documentation). If a variance is identified, recount the cash, and re-calculate the transaction receipts total. The [Departmental Deposit Form](#) should be prepared at this point:

- Complete all information required, make sure to include the reason for deposit.
- Verify that account number, fund, department, activity number or project ID, site, program, and amount are correct.
- Keep a copy of the completed form for record retention purposes, the original form and a copy must accompany the deposit.
- Do not combine cash and check deposits on the same form.

The Cashiers Office will provide a Cashiers deposit receipt. This department must retain deposit receipts for reconciliation and review purposes. See the Record Retention section above.

[Enter additional steps for this location, if any.]

RECONCILIATIONS

This location reconciles collections on a regular basis, at least monthly, to ensure accountability of University funds.

The goal of the monthly reconciliation is to match the total cash collection transactions to the Cashiers deposit receipts. This helps to ensure that all funds received were deposited at Cashiers and thereby recorded in the General Ledger.

[Below are some general guidelines, however, departments must determine and document the appropriate reconciliation and review process that is best for their office size and type of operations. Update this section as needed.]

Below are this department's reconciliation and review process:

Record Receipts

- To facilitate matching, record the deposit receipt number on the cash/check log used to record transactions. For example, use the Cash Receipt Log in Appendix A or a similar log.
- Enter the deposit receipt number on the corresponding transaction row of the log.
- Verify the amount on the deposit receipt matches the total amount for the corresponding rows of the cash collected.
- Mark items once they are verified to reduce errors.

Verify in PantherSoft Financials

- Then verify monthly that deposits were recorded in the General Ledger.
- Go to PS Financials Query Viewer and enter query FIU_SF_ACCTG_LINES_BY_RECEIPT
- In the prompt field "Receipt Number" enter the receipt number with seven preceding zeros.
- Then review the transaction information on the Cash Receipt Log, Cashiers deposit receipt and the query results to match: Date, Account, Department, Activity Number, and Amounts.

Any discrepancies identified must be researched, documented, and corrected. If any deposits need to be corrected, please contact Accounting and Reporting Services at cashmgmt@fiu.edu.

REQUIRED TRAININGS

Cash Collection Point Training

All employees must complete the required training(s) before performing their CCP responsibilities. Information and links to the training(s) will be provided by QAS during the application process or as deemed necessary.

DEFINITIONS

Cash: U.S. currency and coin, checks drawn on U.S. banks and written in U.S. dollar values (including travelers, cashiers, certified checks, and money orders), and credit/debit cards.

Cash Collection Point (CCP): A physical location authorized by the University Controller, or designee, to collect more than \$1,000 per fiscal year, and the source of the revenue is other than recovery of expenditures such as telephone, copies, etc., unless these types of reimbursements occur frequently.

Cash Collection Point Custodian (CCP Custodian): The person authorized by the Office of the Controller to manage a CCP outside of the Cashiers Office. The CCP Custodian is responsible for overseeing all cash operations and internal controls relating to their CCP.

Cash-handling Employee: Any person who handles/processes cash in their job function without regard to frequency or dollar amount.

Expanded Background Check:

See definition at policy: [Background and Criminal History Check Requirements #1710.257](#).

University Funds: Cash received from tuition, contracts and grants, revenues from university services, state and federal appropriations, gifts, and all other sources of revenue or expense reimbursements whether restricted or unrestricted as to purpose or use.

[Enter additional definitions for this location, if any.]

CONTACTS

Role	Staff Name	Email
[Custodian]		
[Budget Manager]		
[Supervisors]		
[Enter department contact information as needed.]		

Effective Date and Approval

This document is effective as of [enter date]. It will be reviewed and revised when modifications occur to this location's cash collection process (see the Modifications to an Authorized CCP section) or as deemed necessary.

Approved By:

_____ [Custodian's printed name]

_____ [Custodian's signature]

Date Approved: [enter date]

Date Revised: [enter date if applicable]