



<b>Title:</b>	Cash Handling and Bonds & Crime
<b>Effective Date:</b>	01/10/2007
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<b>Cancellation:</b>	
<b>Office:</b>	Finance (FIN)

## *Cash Handling and Bonds & Crime*

### PURPOSE

The Bonds and Crime Loss Control Program has been developed to protect Northshore Technical Community College from financial and/or property losses resulting from any act and/or omission by any employee in the performance of his/her respective duties.

The purpose of the Bonds and Crime Comprehensive Loss Control Program is to:

- Assign responsibility for developing and managing fiscal controls within the Northshore Technical College.
- Establish each individual's accountability for the performance of his/her duties in compliance with the agency's internal fiscal control program.
- Reduce the System's exposure and losses and to safeguard its assets.
- Maintain the public's confidence in the officials', appointees' and employees' ability to conduct the System's business in an honest and professional manner.
- Protect assets against robbery and safe robbery.

All campuses within Northshore Technical Community College must have both an awareness of and show a commitment to strong internal controls for cash receipts. The Chancellor, Vice Chancellor of Finance & Administration, and Campus Deans are responsible for establishing and maintaining the proper environment of internal controls. This environment is established by written procedures. It is maintained by **awareness** through regular communications between management and staff and through management's **commitment** by example and review.

Internal controls are necessary to prevent mishandling of funds and to safeguard against loss. Strong internal controls also protect employees from inappropriate charges of mishandling funds by defining responsibilities in the cash handling process.

"Cash" includes coin, currency, checks, money orders, and credit card transactions.

All campuses and departments collecting cash must address the cash receipt controls by developing, implementing and enforcing procedures in support of these controls.



## BONDS & CRIME COVERAGE

### **Fidelity Bonds : (Mandatory)**

- The employees' Faithful Performance Blanket Bond covers loss sustained by insured because of dishonest or fraudulent acts of employees. "Faithful Performance" provides coverage for loss caused by failure of employee to perform duties faithfully. This bond is required by the state of Louisiana. There is a \$250 deductible for this coverage. Coverage is provided against loss through forgery or alteration of checks drawn by the insured. There is a \$250 deductible for this coverage.

### **Property Manager Bond: (Mandatory)**

- This bond covers dishonest or fraudulent acts of failure to perform duties faithfully, in connection with the handling and control of the Department's property, resulting in loss to insured. This bond is required by revised statutes. There is a \$250 deductible for this coverage. This exposure is covered by Fidelity Bonds above.

Crime - Inside and Outside Premises; ;Money and Securities: Depositors, Forgery (Usually Secured by Combination Crime Policy): (Mandatory)

- This policy covers all perils except those that are excluded by the policy on money and securities within premises and outside premises while conveyed by messenger. Property other than money and securities are insured against robbery (not theft) or safe burglary. Coverage is provided against loss through forgery or alteration of checks drawn by insured. There is a \$250 deductible for this coverage.

## PROPERTY DAMAGE

Property damage is inspected to determine severity and the effects on the use of the equipment or facilities. An Incident report is made employing the appropriate incident and inspection forms and the resulting reports are filed with the Office of Risk Management, the Chancellor, the Dean's Office, and Support Services. If the item is able to be repaired to operational standards then procedures are taken to bring it into compliance with the standards. If the item is too severely damaged to be repaired, then the Office of Risk Management, LPAA, and any other agencies affected are notified for the appropriate action.

## CASH HANDLING

### STATUTORY REFERENCE

#### Deposits

The Louisiana Constitution Article VII, Section 9 (A) requires "All monies received by the State or by any state board, agency, or commission shall be deposited immediately upon receipt...except for certain exceptions listed therein."

**NOTE:** Immediately is defined as *within 24 hours* of receipt.

#### Misappropriation Notification Requirement

LSA-R.S. 24:523- Notification of the legislative auditor and district attorney . "An agency head of an auditee who has actual knowledge of any misappropriation of the public funds or assets of his agency shall immediately notify, in writing, the legislative auditor and the district attorney of the parish in which the agency is domiciled of such misappropriation.



## Policy & Procedure No. FIN-003 Northshore Technical Community College

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*The district attorney, or other prosecutorial agency, notified of such misappropriation may request audit assistance from the legislative auditor with respect to the misappropriation.”*

### **LCTCS Board Policy**

This policy is also governed by [LCTCS Board Policy # 5.013](#) which is titled “Cash Management and Investment”.

### **GENERAL PROCEDURES** (For all Campuses)

#### **Collecting and Receiving Checks or Cash**

1. Cash - Any cash received should be evidenced by the issuance of a sequentially-numbered, machine-produced receipt. One copy of the receipt is to be given to the payee and one copy is to be retained by the agency.
2. If a receipt must be voided, then all copies of the receipt should be kept with the deposit with VOID written on the affected receipts [See the TFAMISC reversing instructions in the Miscellaneous Receipts Training Documentation].
3. Checks -
  - a. All checks received should be made out to Northshore Technical Community College (NTCC). If the payee space on the check is left blank, Northshore Technical Community College should be entered immediately. Checks made payable to cash should not be accepted.
  - b. All checks to be deposited by NTCC are to be endorsed with a restrictive endorsement and entered into the agency check log immediately upon receipt. The endorsement should be as follows:

For Deposit Only  
Northshore Technical Community College  
Account Number

4. At all times, funds should be placed in a locked bank bag (or locked metal container) and the bag should be secured in a safe or locked cabinet or locked desk; and
5. Access to the funds should be limited to the fund custodian.
6. More specific site-specific procedures are detailed further below.

#### **Making Deposits**

1. To maintain proper security and good internal control procedures, the responsibility for preparing and making the deposit should be assigned to an employee other than the one assigned the responsibility for opening the mail, maintaining the check log, writing checks, and preparing the bank reconciliation.
2. All funds received must be verified to the receipts and registration information to verify that all monies have been receipted and accounted for.
3. The employee assigned the responsibility of deposit preparation will prepare the deposit ticket, secure the funds and verifies that the funds were deposited into the proper bank account. All receipts should be accounted for and in sequential order in Banner.



4. Under no circumstances will employees make disbursements from the cash receipts. All cash receipts must be in the custody of the Business office.
5. All copies of the deposit ticket should have the bank stamp on them.
6. A copy of the deposit ticket should be attached to the documentation and maintained in the campus' files.

#### **Bank Reconciliation**

1. All bank reconciliations will be performed centrally and should be performed no later than forty (40) days after receipt of the bank statement.

#### **Missing Funds Notification Process**

1. If funds are missing from a deposit, then the following notifications must be made.
2. A report must be filed with the local Police department, immediately upon discovery of the missing funds.

The Chancellor and Vice Chancellor of Finance & Administration should be notified immediately in accordance with the Misappropriation of Assets – Notification Policy FIN 017. A detailed synopsis of how the incident occurred should be scanned/mailed or faxed to the Chancellor and Vice Chancellor of Finance & Administration. The Vice Chancellor of Finance & Administration will notify the LCTCS Director of Internal Audit immediately. The Director of Internal Audit will then notify the District Attorney's office of the parish where the funds are missing and the Legislative Auditor's Office.

### **CAMPUS SPECIFIC CASH HANDLING PROCEDURES**

During NTCC registration weeks, staff members of the NTCC Finance Office may assist with collection of funds at different campuses within NTCC where duties are segregated to maintain proper internal controls and checks & balances. **At anytime that the procedures below change, the Campus Dean should notify the NTCC VC of Finance & Administration of the change of procedures prior to the change so that the new procedures can be reviewed for proper internal controls.**

#### **NTCC—Sullivan Campus**

##### **For payments not related to students' account:**

Compass Test, GED Initial Test, GED Re-Test, Transcript Requests (non-online), Applications (non-on-line), GED ID, GED Parking Fee, GED Parking Fine, etc. as indicated in the TFAMISC instructions.

- The Accounting Technician, Administrative Coordinator I (2 positions), Administrative Coordinator II, Restricted Funds Accountant or Financial Analyst collects funds from students and enters the data into Banner on form TFAMISC. A receipt is to be given to each student immediately upon receipt of the money. A receipt will automatically be printed (if the receipt does not print, you need to print screen the current receipt).
- At the end of the day, the Accounting Technician, Administrative Coordinator I, Administrative Coordinator II, Restricted Funds Accountant and Financial Analyst counts the total funds collected. Each will generate a report in Banner on form TGACREV. When balanced, they will print screen the TGACREV page and stamp the page with a stamp provided, showing the preparer(s) and reviewer. The Administrative Coordinator I and Administrative Coordinator II, Restricted Funds Accountant or the Financial Analyst will bring funds along with Banner report (TGACREV) to the Accounting Technician to review and initial. The Accounting Technician (preparer) will bring funds along with Banner report (TGACREV) to the Director of Accounting (reviewer) or



## Policy & Procedure No. FIN-003 Northshore Technical Community College

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his/her designee to review and initial. The Accounting Technician will prepare the deposit slip and then gives the total funds collected and the TGACREV form to the Director of Accounting or his/her designee.

- The Director of Accounting will verify that the total funds collected match the total funds in Banner. He/she will also check the deposit slip.
- Once the funds have been verified, the Accounting Technician will take the funds, the deposit slip and the TGACREV form to Capital One Bank. The Accounting Technician should have the bank stamp the deposit slips and the TGACREV forms. All funds should be deposited within 24 hours.

### **For payments related to students account:**

Tuition and applicable fees on TSASPAY

- The Accounting Technician, Restricted Funds Accountant, or Financial Analyst collects funds from students and enters the data onto the students' account into Banner on form TSASPAY. A receipt is to be given to each student immediately upon receipt of the money. A receipt will automatically be printed (if the receipt does not print, you need to print screen the current receipt).
- At the end of the day, the Accounting Technician, Restricted Funds Accountant and Financial Analyst counts the total funds collected. Each will generate a report in Banner on form TGACREV. When balanced, they will print screen the TGACREV page and stamp the page with a stamp provided, showing the preparer(s) and reviewer. The Restricted Funds Accountant or the Financial Analyst will bring funds along with Banner report (TGACREV) to the Accounting Technician to review and initial. The Accounting Technician (preparer) will bring funds along with Banner report (TGACREV) to the Director of Accounting (reviewer) or his/her designee to review and initial. The Accounting Technician will prepare the deposit slip and then gives the total funds collected and the TGACREV form to the Director of Accounting or his/her designee.
- The Director of Accounting will verify that the total funds collected match the total funds in Banner. He/she will also check the deposit slip.
- Once the funds have been verified, the Accounting Technician will take the funds, the deposit slip and the TGACREV form to Capital One Bank. The Accounting Technician should have the bank stamp the deposit slips and the TGACREV forms. All funds should be deposited within 24 hours.
- Any other payment which is not recorded on TFAMISC or TSASPAY such as grant reimbursements or other non-student funds, should be recorded on a PIV form instead of TGACREV and entered on FGADCSR instead of TFAMISC or TSASPAY.

### **NTCC—Florida Parishes Campus**

#### **For payments not related to students' account:**

Compass Test, GED Initial Test, GED Re-Test, Transcript Requests (non-online), Applications (non-on-line), GED ID, GED Parking Fee, GED Parking Fine, etc. as indicated in the TFAMISC instructions.

- The Administrative Assistant IV and Administrative Assistant II collect funds from students and enter the data into Banner on form TFAMISC. A receipt is to be given to each student immediately upon receipt of the money. A receipt will automatically be printed (if the receipt does not print, you need to print screen the current receipt).
- At the end of the day, The Administrative Assistant IV and Administrative Assistant II counts the total funds collected. Each will generate a report in Banner on form TGACREV. When balanced they will print screen the TGACREV page and stamp the page with a stamp provided, showing the preparer(s) and reviewer. The Administrative Assistant IV will bring funds along with the TGACREV forms to the Administrative Assistant II to review. The Administrative Assistant II (preparer) will prepare the deposit slip and then gives the total funds collected and the TGACREV forms to the Dean (reviewer) or his/her designee.



## Policy & Procedure No. FIN-003 Northshore Technical Community College

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- Once the funds have been verified by the Dean, the Administrative Assistant II will take the funds, the deposit slip and the TGACREV form to First Guaranty Bank. The Administrative Assistant II should have the bank stamp the deposit slips and the TGACREV forms. All funds should be deposited within 24 hours.
- The Administrative Assistant II scans (daily) a copy of the bank-stamped TGACREV forms and deposit slip to the NTCC Accounting Technician located at the Sullivan Campus.
- The Administrative Assistant II mails (timely) one copy of the bank-stamped deposit slip, the bank-stamped TGACREV forms, and the bank-generated receipt (if received) to the NTCC Sullivan Campus. The Director of Accounting or his designee will verify that the amount actually deposited matches the documentation.

### **For payments not related to students' account – POSB**

- The culinary department will be selling items through their Point of Sale System. Each item sold will be entered in to the P.O.S system. The system will automatically calculate total sales and sales taxes. Each day, the student will run a report out of the P.O.S. and reconcile total sales and sales tax to total cash collected. When balanced, the students will sign the report and will give report and cash to the culinary instructor. He will then verify and sign the report. The instructor will give report to either the Administrative Assistant IV or Administrative Assistant II and the will enter the data into Banner on form TFAMISC under the culinary instructor's name.
- At the end of the day, The Administrative Assistant IV and Administrative Assistant II counts the total funds collected. Each will generate a report in Banner on form TGACREV. When balanced they will print screen the TGACREV page and stamp the page with a stamp provided, showing the preparer(s) and reviewer. The Administrative Assistant IV will bring funds along with the TGACREV forms to the Administrative Assistant II to review. The Administrative Assistant II (preparer) will prepare the deposit slip and then gives the total funds collected and the TGACREV forms to the Dean (reviewer) or his/her designee.
- Once the funds have been verified by the Dean, the Administrative Assistant II will take the funds, the deposit slip and the TGACREV form to First Guaranty Bank. The Administrative Assistant II should have the bank stamp the deposit slips and the TGACREV forms. All funds should be deposited within 24 hours.
- The Administrative Assistant II scans (daily) a copy of the bank-stamped TGACREV forms and deposit slip to the NTCC Accounting Technician located at the Sullivan Campus.
- The Administrative Assistant II mails (timely) one copy of the bank-stamped deposit slip, the bank-stamped TGACREV forms, and the bank-generated receipt (if received) to the NTCC Sullivan Campus. The Director of Accounting or his designee will verify that the amount actually deposited

### **For payments related to students account:**

Tuition and applicable fees on TSASPAY

- The Administrative Assistant IV and Administrative Assistant II collect funds from students and enter the data into Banner on form TSASPAY. A receipt is to be given to each student immediately upon receipt of the money. A receipt will automatically be printed (if the receipt does not print, you need to print screen the current receipt).
- At the end of the day, The Administrative Assistant IV and Administrative Assistant II counts the total funds collected. Each will generate a report in Banner on form TGACREV. When balanced they will print screen the TGACREV page and stamp the page with a stamp provided, showing the preparer(s) and reviewer. The Administrative Assistant IV will bring funds along with the TGACREV forms to the Administrative Assistant II to review. The Administrative Assistant II (preparer) will prepare the deposit slip and then gives the total funds collected and the TGACREV forms to the Dean (reviewer) or his/her designee.
- Once the funds have been verified by the Dean, the Administrative Assistant II will take the funds, the deposit slip and the TGACREV form to First Guaranty Bank. The Administrative Assistant II should have the bank stamp the deposit slips and the TGACREV forms. All funds should be deposited within 24 hours.



## Policy & Procedure No. FIN-003 Northshore Technical Community College

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- The Administrative Assistant II scans (daily) a copy of the bank-stamped TGACREV forms and deposit slip to the NTCC Accounting Technician located at the Sullivan Campus.
- The Administrative Assistant II mails (timely) one copy of the bank-stamped deposit slip, the bank-stamped TGACREV forms, and the bank-generated receipt (if received) to the NTCC Sullivan Campus. The Director of Accounting or his designee will verify that the amount actually deposited matches the documentation.

### NTCC—Hammond Campus

#### For payments not related to students' account:

Compass Test, GED Initial Test, GED Re-Test, Transcript Requests (non-online), Applications (non-on-line), GED ID, GED Parking Fee, GED Parking Fine, etc. as indicated in the TFAMISC instructions.

- The Administrative Assistant IV, Administrative Assistant II, Transition Coordinator, and Administrative Assistant III (position# 50385437) collect funds from students and enter the data into Banner on form TFAMISC. A receipt is to be given to each student immediately upon receipt of the money. A receipt will automatically be printed (if the receipt does not print, you need to print screen the current receipt).
- At the end of the day, The Administrative Assistant IV, Administrative Assistant II, Transition Coordinator, and Administrative Assistant III counts the total funds collected. Each will generate a report in Banner on form TGACREV. When balanced they will print screen the TGACREV page and stamp the page with a stamp provided, showing the preparer(s) and reviewer. The Administrative Assistant II, Transition Coordinator, and Administrative Assistant III will bring funds along with TGACREV forms to the Administrative Assistant IV to review. The Administrative Assistant IV (preparer) will prepare the deposit slip and then gives the total funds collected and the TGACREV forms to the Dean (reviewer) or his/her designee.
- Once the funds have been verified by the Dean, the Maintenance Repairer Master will take the funds, the deposit slip and the TGACREV form to JP Morgan Chase Bank. The Maintenance Repairer Master should have the bank stamp the deposit slips and the TGACREV forms. All funds should be deposited within 24 hours.
- The Administrative Assistant IV scans (daily) a copy of the bank-stamped TGACREV forms and deposit slip to the NTCC Accounting Technician located at the Sullivan Campus.
- The Administrative Assistant IV mails (timely) one copy of the bank-stamped deposit slip, the bank-stamped TGACREV forms, and the bank-generated receipt (if received) to the NTCC Sullivan Campus. The Director of Accounting or his designee will verify that the amount actually deposited matches the documentation.

#### For payments related to students account:

Tuition and applicable fees

- The Administrative Assistant IV and Administrative Assistant II collect funds from students and enter the data into Banner on form TSASPAY. A receipt is to be given to each student immediately upon receipt of the money. A receipt will automatically be printed (if the receipt does not print, you need to print screen the current receipt).
- At the end of the day, The Administrative Assistant IV and Administrative Assistant II counts the total funds collected. Each will generate a report in Banner on form TGACREV. When balanced they will print screen the TGACREV page and stamp the page with a stamp provided, showing the preparer(s) and reviewer. The Administrative Assistant II will bring funds along with the TGACREV form to the Administrative Assistant IV to review. The Administrative Assistant IV (preparer) will prepare the deposit slip and then gives the total funds collected and the TGACREV forms to the Dean (reviewer) or his/her designee.
- Once the funds have been verified by the Dean, the Maintenance Repairer Master will take the funds, the deposit slip and the TGACREV form to JP Morgan Chase Bank. The Maintenance Repairer Master should have the bank stamp the deposit slips and the TGACREV forms. All funds should be deposited within 24 hours.



## Policy & Procedure No. FIN-003 Northshore Technical Community College

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- The Administrative Assistant IV scans (daily) a copy of the bank-stamped TGACREV forms and deposit slip to the NTCC Accounting Technician located at the Sullivan Campus.
- The Administrative Assistant IV mails (timely) one copy of the bank-stamped deposit slip, the bank-stamped TGACREV forms, and the bank-generated receipt (if received) to the NTCC Sullivan Campus. The Director of Accounting or his designee will verify that the amount actually deposited matches the documentation.

### NTCC—Adult Education

#### For payments not related to students' account:

Compass Test, GED Initial Test, GED Re-Test, Transcript Requests (non-online), Applications (non-on-line), GED ID, GED Parking Fee, GED Parking Fine, etc. as indicated in the TFAMISC instructions.

- The Chief GED Examiner, GED Examiner, or Adult Education instructors collect money orders written to NTCC from students and enters the data into Banner on form TFAMISC (no cash or checks are accepted). A receipt is to be given to each student immediately upon receipt of the money order(s). A receipt will automatically be printed (if the receipt does not print, they need to print screen the current receipt).
- At the end of the day, the Chief GED Examiner, GED Examiner, and Adult Education instructors counts the total amount of money orders collected. Each will generate a report in Banner on form TGACREV. When balanced, they will print screen the TGACREV page and stamp the page with a stamp provided, showing the preparer(s) and reviewer.
- For the Chief GED Examiner and GED Examiner (preparers), the Director of Adult Education Program (reviewer) will verify that the total amount of money orders match the total funds on the TGACREV form. For the Adult Education instructors (there will be at least two at each location). One (preparer) will collect the funds and the other (reviewer) will verify the total.
- At the end of the day, the Chief GED Examiner, GED Examiner, or the Director of Adult Education program will go to each site and collect all money orders collected at each site. Each person will verify the total dollar amount of money orders collected matches the total dollar amount of money orders delivered to the next person, each time that the money orders switch hands. The Chief GED Examiner counts the total dollar amount of money orders collected, assures they match the total dollar amounts on the TGACREV forms, and prepares a bank deposit slip.
- The Chief GED Examiner or the GED Examiner will take the funds, the deposit slip and the TGACREV form to JP Morgan Chase Bank. The Chief GED Examiner or the GED Examiner should have the bank stamp the deposit slips and the TGACREV forms. All funds should be deposited within 24 hours.
- The Chief GED Examiner or the GED Examiner scans (daily) a copy of the bank-stamped TGACREV forms and deposit slip to the NTCC Accounting Technician located at the Sullivan Campus.
- The Chief Examiner mails (monthly) one copy of the bank-stamped deposit slip, the bank-stamped TGACREV form, and the bank-generated receipt to the NTCC Sullivan Campus.
- The Director of Accounting or his designee will verify that the amount actually deposited matches the documentation.

### NTCC—Slidell Instructional Service Center (Behrman)

#### For payments not related to students' account:

- Effective November 12, 2012 cash collection duties were removed from personnel domiciled at the Slidell Instructional Service Center (Behrman Site). Occasionally personnel from the Sullivan Campus will travel to the Behrman site to collect testing fees where they will follow the Sullivan Campus cash collection procedures above.



**Policy & Procedure No. FIN-003**  
**Northshore Technical Community College**

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*Policy Reference:* *Cash Management & Investment* [LCTCS Board Policy # 5.013](#)  
[Louisiana Constitution Article VII, Section 9 \(A\)](#)  
[LCTCS Board Policy # 5.019 Misappropriation of Assets – Notification Policy](#)  
[LSA-R.S. 24:523- Notification of the legislative auditor and district attorney](#)

*Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Business Office Committee	09/02/2006	12/21/2006
X	Campus Deans	09/02/2006	12/21/2006
X	Chancellor	09/02/2006	12/21/2006

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