



# CASH FUND CONTROL PLAN FORM

## Banner Fund Information

Fund-Orgn-Prog: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fund Manager: \_\_\_\_\_  
 Fund Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Cash Fund Information

Amount of Cash Fund (This Location/Custodian\*): \_\_\_\_\_ Collection Custodian: \_\_\_\_\_

*Determine if additional CFCPs are needed (see also HSC OP 50.21).				Allocating to multiple cash handlers does not require multiple CFCPs.
1+ Locations	+	1 Custodian Possible	= 1 CFCP	
2+ Locations	+	2+ Custodians Required	= 2+ CFCPs	

Email Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

Location of Cash Fund (Campus, Suite, etc.): \_\_\_\_\_

Allocation of Cash Fund (Area, Bag, etc.): \_\_\_\_\_

Type of Storage/Security (Safe or Facility): \_\_\_\_\_

Business Purpose of Cash Fund: \_\_\_\_\_

Sources of Funds (Patient, Visitor, etc.): \_\_\_\_\_

## Cash Fund Action

Please select the appropriate action(s) and provide additional information and/or documents as indicated.

- Establish Cash Fund** (provide additional information to justify establishing the cash fund)
- Increase Cash Fund** (explain reason for increasing the cash fund)
- Decrease Cash Fund** (explain reason for decreasing the cash fund, attach copy of cash receipt for the deposit of cash to fund and account 110000)
- Close Cash Fund** (explain reason for closing the cash fund, attach copy of cash receipt for the deposit of cash to fund and account 110000)
- Change Fund Manager** (explain reason for changing Fund Manager, obtain prior Fund Manager signature to acknowledge change)
- Change Collection Custodian** (explain reason for changing Custodian, obtain prior Custodian signature to acknowledge change)
- Annual Update** (required in May, no additional information required)

Additional Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Fund Manager Acknowledgement

I acknowledge that I have reviewed this Cash Fund Control Plan for accuracy and delegate primary oversight responsibility for the cash fund to the Collection Custodian. I also acknowledge that as the Fund Manager of the Banner FOP, I bear secondary oversight responsibility for the cash fund.

Fund Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Collection Custodian Acknowledgment

I acknowledge that I have reviewed this Cash Fund Control Plan for accuracy and accept primary oversight responsibility for the management of the cash fund in accordance with all TTUHSC policies.

Collection Custodian: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CASH FUND CONTROL PLAN FORM

## Cash Fund Control Plan Basic Information

Fund-Orgn-Prog: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fund Manager: \_\_\_\_\_

Department: \_\_\_\_\_ Collection Custodian: \_\_\_\_\_

## Control Checklist Overview

The following questions, though not all-inclusive, should be used as a tool to help the Collection Custodian establish and maintain the appropriate and effective internal cash controls which are acknowledged with the Cash Fund Control Plan. The Collection Custodian should be able to answer "Yes (Y)" to each question. Questions that are answered "No (N)" or "Not Applicable (N/A)" must be fully explained. Additionally, since each cash fund is unique, any special circumstances or cash control concerns that are not addressed though this checklist must be disclosed and fully explained. Additional disclosures and full explanations may be provided within or as attachments to the Cash Fund Control Plan.

## Accounting for Cash as Received

- | Y                        | N                        | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is a restrictive endorsement placed on each incoming check immediately upon receipt?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are receipts controlled by cash register, pre-numbered receipts or equivalent means if payments are made in person?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the employee assigned to the opening of incoming mail prepare a list of cash and checks received? Is this list balanced daily to bank deposit records (and Banner, if applicable)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are receipts compared to the supporting documentation by persons other than those receiving payments and completing the receipts?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are pre-numbered receipts accounted for (used, unused and voided receipts)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is a copy of each receipt maintained in the area?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is a copy of each receipt mailed or given to the customer?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are checks accepted only for the exact transaction amounts?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are postdated checks prohibited?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is proper ID requested when accepting checks?   |

## Personnel and Segregation of Duties

- | Y                        | N                        | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all personnel positions handling cash classified as security sensitive?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are procedures in place so that employees (including the custodian) do not have the authority to conduct a transaction from start to finish?                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the duties of receiving, depositing and reconciling cash handled by different employees?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is handling cash prohibited for employees that do not have designated job functions to handle cash?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Must two or more employees be present to count cash, prepare deposits or reconcile cash transactions (before, during and after business hours)?                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the cash handling duties clearly defined for all employees?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do employees know their specific responsibilities?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are written cash handling procedures available within the cash collection area for employees to review?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is incoming mail, which includes checks, opened by an employee who does not prepare deposits and does not have access to patient or student accounting systems? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does each employee operate from a separate cash drawer, box or bag?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If a cash drawer, box or bag is "handed-off" to a relief person, is the cash counted and signed off by both employees?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are employees familiar with institutional and departmental cash handling policies?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the Collection Custodian perform daily reconciliations of cash transactions in situations where the number of employees are limited?                       |



# CASH FUND CONTROL PLAN FORM

## Cash Fund Control Plan Basic Information

Fund-Orgn-Prog: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fund Manager: \_\_\_\_\_

Department: \_\_\_\_\_ Collection Custodian: \_\_\_\_\_

## Storage and Security of Cash Funds

Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are cash funds and related materials (cash, deposit slips, check stock and endorsement stamps) kept in a locked safe or lock box while awaiting processing and depositing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the Collection Custodian has more than one cash fund, are the cash funds kept physically separate by bank bags or lock boxes?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the safe combination changed at least once a year, regardless of employee changes (termination of employment or cash handling duties)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the safe combination changed immediately after employee changes occur (termination of employment or cash handling duties)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are safe combinations and keys that access cash funds (and related materials) out of sight from customers or employees that may have access to the cash handling area before or after regular business hours?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can employees openly express cash control concerns with the Collection Custodian?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do procedures exist to update Cash Fund Control Plans for changes to Fund Manager, Collection Custodian or amounts, etc.?

## Reimbursements

Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are cash shortages reported to proper departments according to HSC OP 50.21 including, Accounting Services, Audit Services and Texas Tech Police Department?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are reimbursements for purchases, earnings advances, or personal check cashing prohibited?

## Deposits and Supporting Documentation

Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is cash deposited in compliance with state law and institutional policy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are deposits prepared by someone not involved with collecting cash or opening mail?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are deposits hand delivered to the deposit custodian?

## Reconciliation to Supporting Documentation and Banner Ledgers

Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are daily reconciliations completed by an employee that does not have cash handling responsibilities or signature authority on the account?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can the Fund Manager and/or the Collection Custodian reconcile the cash fund to the book balance at all times?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are random unannounced cash counts of cash funds conducted by management?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the reconciliation signed and dated by both the preparer and the reviewer?

## Verification and Submission of the Cash Fund Control Plan

Please verify that the following items are complete and/or correct before submitting to Accounting Services for processing:

- All questions have been answered "Yes (Y)" or explanations have been provided for all questions answered "No (N)" or "Not Applicable (N/A)".
- The Fund Manager indicated on the Cash Fund Control Plan is the Fund Manager for the FOP in Banner.
- The Fund Manager and Collection Custodian have completed Cash Fund Training located at: <http://www.fiscal.ttuhscc.edu/accounting/procedures>.
- The Fund Manager and Collection Custodian have signed the Cash Fund Control Plan to acknowledge responsibility.
- The previous Fund Manager and/or Collection Custodian have signed the Cash Fund Control Plan (in Cash Fund Action section) to acknowledge the transition of responsibility or explanations have been provided when it is not possible to obtain signatures.

<b>SUBMIT TO:</b>	To decrease/close a cash fund
Accounting Services	To change Fund Manager or Custodian
hscacc@ttuhscc.edu	To provide annual update

<b>ATTACH TO:</b>	To request a new cash fund
Refund Request Form	To increase an existing cash fund
in TechBuy	