

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: <b>CASH CONTROL: COLLECTION, DISBURSEMENT &amp; SECURITY OF FEES</b>		Original Issue Date: April 15, 2003	Policy #: <b>150</b>
		Supersedes: June 13, 2013	Effective Date: November 10, 2016
Individuals /Committees Consulted: Administrative Committee	Reviewed & Approved by: College Planning	Approved by:  Provost, College of Nursing & Allied Health (signature on file)	

**PURPOSE:**

To ensure all cash collected and disbursed by the College is recorded, reconciled, and secured in a standardized manner.

**Definition:**

Cash is defined as currency, coins, checks and other negotiable instruments.

**POLICY:**

Cash collection and deposit process adheres to the Los Angeles County Fiscal Manual: Internal Control Certification program.

College divisions that handle cash have policies and procedures that describe the processes for collection, disbursement, record keeping, reconciliation, and security.

All cash is secured in a locked environment accessible only to designated personnel.

**PROCEDURE:**

See divisional Policies and Procedures.

**PROCEDURE DOCUMENTATION:**

See divisional Policies and Procedures.

**REFERENCES:**

- Los Angeles County Fiscal Manual: Internal Control Certification Program Instructions
- College Deposit Accounts and Revenue Sources
- Office of Educational Services (OES) Policy #150: Cash Control: Collection and Deposit
- OES Policy #154: Cash Control: Disbursement of School of Nursing Associated Student Body Funds
- Educational Resource Center Policy #150: Collection, Disbursement and Security of Fees
- Office of Financial Aid Policy #160: Cash Control: Disbursement of Student Financial Aid Loans

**REVISION DATES:**

- April 15, 2003
- January 11, 2007
- September 9, 2010

Subject:

**CASH CONTROL: COLLECTION, DISBURSEMENT & SECURITY OF FEES**

April 18, 2013  
June 13, 2013  
November 10, 2016

Subject:

**CASH CONTROL: COLLECTION, DISBURSEMENT & SECURITY OF FEES****Deposit Accounts and Revenue Sources**

<b>Revenue Source</b>	<b>Deposit / Holding Account (Recommendation)</b>
ERC:	Enterprise Fund
▪ Overdue books/journals fees	Enterprise Fund
▪ Overdue modules/DVDs/videos	Enterprise Fund
▪ Forfeited deposits	Enterprise Fund
▪ Photocopy fees	Enterprise Fund
EDCOS	Enterprise Fund
▪ Registration for class/programs	Enterprise Fund
▪ Duplicate certificates	Enterprise Fund
SON	Enterprise Fund
▪ Tuition	Enterprise Fund
▪ SON fees: application, challenge exam, late registration, transcript	Enterprise Fund
▪ Administrative	ASB Account – disbursed to vendor
▪ Pre-entrance examination	Vendor
SON Student Scholarships	Student Support Trust Fund
▪ Book scholarship donations	Student Support Trust Fund
▪ Berne-Wilshire	Auditor-Controller's Office
▪ Mabel Wilson-Richards	Student Support Trust Fund
▪ Maude Robinson	LAC+USC Medical Center Foundation
▪ Neinstadt	Auditor-Controller's Office
Other	Student Support Trust Fund
▪ Speaker honorariums/donations	Student Support Trust Fund

**Enterprise Fund:**

- Medical Center account
- Deposit monies generated from/by LA County and therefore belong to LA County
- Expenditure Management (EM) tracks deposits and withdrawals

**Student Support Trust Fund**

- Medical Center account
- Deposit monies generated from outside sources
- Used for book scholarships, emergency student loans, faculty development speakers
- Withdrawals (e.g., for Faculty Development speaker) are made via College memo to EM with authorized signatures. Include in justification that "costs will be offset with revenue from trust account"
- Expenditure Management (EM) tracks deposits and withdrawals

**Associated Student Body (ASB) Account**

- Credit Union account
- Deposit monies received from student administrative and pre-entrance exam fees
- Used for student activities/events e.g.: graduation, class events, yearbook, pre-entrance exam vendor
- Office of Educational Services tracks deposits and withdrawals

Orig: 2/21/12

Rev'd: 4/13, 6/13/13, 11/10/16