

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
EDUCATIONAL RESOURCE CENTER
POLICY & PROCEDURE MANUAL**

Subject: CASH CONTROL: COLLECTION, DISBURSEMENT AND SECURITY OF FEES	Original Issue Date: November 1999	Policy #: 150
	Supersedes: September 9, 2010	Effective Date: April 18, 2013
Committees Consulted: College Operations	Reviewed & Approved by: College Planning Committee	Approved by: Director, Educational Resource Center (signature on file)

PURPOSE:

To ensure all cash collected by Educational Resource Center (ERC) staff is recorded, reconciled, secured, and deposited in a standardized manner

Definition:

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

Sources of cash collected include:

- Forfeited deposits
- Lost material charges
- Late fee for overdue material
- Photocopy charges
- Duplicate continuing education certificate fee
- Fees from non Los Angeles County personnel for selected classes/programs.

POLICY:

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

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

PROCEDURE:

Cash Count and Security

Designated ERC staff:

- Counts all cash each morning before opening for business
- Records amounts of monies collected on the Daily Cash Count form for:
 - Petty Cash (for making change)
 - Fines (from lost/overdue books/journals/modules/videos and forfeited deposits) deposited into the Enterprise Fund
 - Education Fee(for continuing education classes) deposited into the Student Support Trust Fund
 - Photocopy charges – deposited into the Enterprise Fund
- Maintains cash count records in cash control files for seven years
- Secures cash in locked environment.

Subject:

COLLECTION, DISBURSEMENT AND SECURITY OF FEES

ERC Director submits a yearly financial statement to the Provost of monies transferred to the Office of Educational Services (OES) for deposit into the Enterprise and Student Support Trust Funds.

Overdue/Lost Books/Journals/Modules/Videos, Forfeited Deposits, Photocopy Charges, Duplicate Certificate Fees

ERC Director/designee:

- Collects fines/replacement costs, photocopy charges, and duplicate certificate fees
 - Endorses checks with L.A. County-issued endorsement stamp
 - Completes Library Fines/Duplicate Certificate Fee receipt book
 - Records date, amount, name of payee, type of material on receipt
 - Signs receipt
 - Gives original receipt (white copy) to payee
 - Maintains duplicate of receipt (yellow copy) for record keeping
- Exception: Photocopy money is counted daily and the total is recorded in the “photocopy money” section of the Daily Cash Count form. It is not entered in the receipt book.
- Prepares cash for transfer to designated OES staff for deposit in the Enterprise Fund
 - Records the following on the bottom section of each duplicate certificate/library fine duplicate receipt (yellow copy) and initials prior to transfer to OES:
 - ✓ Transferred to OES
 - ✓ Date transferred
 - Completes Overdue/Lost Library Material/Duplicate Certificate Fee/Photocopy Charges transmittal summary form prior to transfer to OES
 - ✓ Enters receipt number and date from receipt book and type of fee (library fines, lost library material, photocopy charges, duplicate certificate fee)
 - EXCEPTION: No receipt number/date is entered for photocopy monies
 - ✓ Totals the amount in checks and in cash and enters grand total
 - ✓ Signs transmittal form on “completed by” line
 - Enters amount, date transferred, and initials on Daily Cash Count form for each category of money transferred to OES
 - Takes to designated OES staff:
 - Cash
 - Transmittal form and two copies
 - ✓ Designated OES staff will sign and date transmittal form verifying amount and return one copy to the ERC Director/designee
 - Files photocopy of signed transmittal form in ERC cash control file. Replaces OES signed form with cashier’s signed form, when received
 - Transfers cash at least weekly or when amount reaches \$500.00, whichever comes first.

Designated OES staff:

- Signs and dates transmittal form verifying amount prior to deposit
- Gives photocopy of transmittal form with cashier’s signature to ERC when monies have been deposited in the Enterprise Fund

Subject:

COLLECTION, DISBURSEMENT AND SECURITY OF FEESEducation Fees

ERC staff:

- Collects fee
- Endorses checks with L.A. County-issued endorsement stamp
- Completes Education Fee Deposit receipt book
 - Records date, amount, name of payee, type of material (e.g.: BLS – ½ cost for registry) on receipt
 - Gives original receipt (white copy) to payee
- Records date, name of payee, amount, description on “Record of Education Fees” form and staples duplicate of receipt (yellow copy) to form.

ERC Director/designee:

- Prepares cash for transfer to designated OES staff for deposit in Student Support Trust Fund
 - Records “transferred to OES”, date, and initials on bottom of Record of Education Fees form
 - Completes Education Fees transmittal form prior to transfer to designated OES staff
 - ✓ Enters category of monies transferred (e.g.: BLS class) and the total
 - ✓ Enters grand total for all education fees
 - ✓ Signs transmittal form on the “completed by” line
 - Takes to designated OES staff
 - ✓ Cash
 - ✓ Transmittal form and two copies
 - Files photocopy of the transmittal form in ERC cash control file. Replaces OES signed form with cashier’s signed form, when received.
- Transfers cash to OES staff at least weekly or when amount reaches \$500.00, whichever comes first.

Designated OES staff:

- Sign and date transmittal form verifying amount
- Returns copy to ERC Director/designee

PROCEDURE DOCUMENTATION:

Daily Cash Count form

Record of Education Fees form

Education Fees Deposit receipt book

Library Fines/Duplicate Certificate receipt book

Overdue/Lost Library Materials, Duplicate Certificate Fee, Photocopy Charges transmittal form

Education Fees transmittal form

REFERENCES:

Los Angeles County Fiscal Manual: Internal Control Certification Program

College Policy #150: Collection, Disbursement and Security of Fees

OES Policy #150: Cash Control: Collection and Deposit

Subject:

COLLECTION, DISBURSEMENT AND SECURITY OF FEES

REVISION DATES:

November 1999
January 13, 2005
September 9, 2010
April 18, 2013