

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
OFFICE OF EDUCATIONAL SERVICES  
POLICY & PROCEDURE MANUAL**

Subject: <b>CASH CONTROL: COLLECTION AND DEPOSIT</b>	Original Issue Date: August 11, 2005	Policy #: <b>150</b>
	Supersedes: September 9, 2010	Effective Date: April 18, 2013
Committees Consulted: Expenditure Management Office of Educational Services	Reviewed & Approved by: College Operations College Planning	Approved by:  Dean, Administrative and Student Services (signature on file)

**PURPOSE:**

To ensure all cash collected by the Office of Educational Services (OES) 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:

- School of Nursing (SON) Tuition – paid by the student at any Medical Center Cashiers’ Office.
- SON Fees – submitted by mail or in person
  - Challenge examination – paid at Medical Center Cashiers’ Office, prior to taking exam
  - Late registration – paid at Medical Center Cashiers’ Office, prior to completing registration
  - Application – submitted with application
  - Administrative – paid during registration week by new students
  - Transcript – submitted with transcript request
  - Pre-entrance examination – collected on the day of the test.

**POLICY:**

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

Tuition and SON fees are deposited into the Enterprise fund with the following exceptions:

- Administrative – Associated Student Body (ASB) account
- Pre-entrance examination – ASB account.

Tuition is due at the time of registration.

- EXCEPTION:
  - Tuition for students receiving financial aid is due when the student receives the financial aid award:
    - ✓ First semester/new students no sooner than 30 days following the start of the semester
    - ✓ Continuing students after successful completion of the Drug Dosage Calculation Competency.

Checks for deposit are payable to the Los Angeles County College of Nursing and Allied Health.

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

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**CASH CONTROL: COLLECTION AND DEPOSIT**

Receipt books are:

- Issued by the General Hospital (GH) Cashiers' Office
- Assigned to designated OES staff members
- Returned to the GH Cashiers' Office when completed.

Receipts are issued in sequential order and completed using ink only.

Cash is deposited weekly or when amount reaches \$500.00, whichever comes first.

Escorts may be requested for deposits of \$1500.00 or greater.

OES staff members who prepare and reconcile individual deposits may not deliver the deposit.

**PROCEDURE:**

Dean, Administrative and Student Services/designee conducts cash control audits as designated by Expenditure Management.

OES staff secures all cash in a locked environment prior to deposit.

**Cash Collection****SON Application and Transcript Fees**

OES staff:

- Directs students making in person payments to Cashiers' Office
  - Student brings proof of payment (receipt) to the OES
- Endorses checks received by mail immediately upon receipt (two OES staff required) by stamping with "for deposit only"
- Gives checks to Admissions or Transcript Clerk as indicated.

Admissions or Transcript Clerk:

- Records the following on Fee Payment Receipt (Application & Transcripts):
  - Facility (LAC+USC Medical Center)
  - Date
  - Received from: Payer's name (Enter student's name in parenthesis if different)
  - Amount paid
  - Payment type
  - Check or money order number
  - Miscellaneous: Enter fee type (application or transcript)
  - OES staff signature
- Voids receipts made in error
  - Reviews voided receipts with Dean, Administrative and Student Services/designee
    - ✓ Dean/designee initials to indicate review
- Mails original receipt (white copy) to payee
- Enters receipt number on individual application form or transcript request.

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**CASH CONTROL: COLLECTION AND DEPOSIT****SON Administrative Fee**

Financial Aid Coordinator:

- Collects fee
  - Endorses checks upon receipt (two OES staff required) by stamping with ASB account stamp
- Completes Fee Payment Receipt (ASB)
  - Records the following on receipt:
    - ✓ Date
    - ✓ Payer's name (Enter student's name in parenthesis if different)
    - ✓ Amount paid
    - ✓ For: Administrative fee
    - ✓ How paid: Check box and enter check, money order number, or cash
    - ✓ OES staff signature
  - Gives/mails original receipt (white copy) to payee
  - Maintains duplicate of receipt in receipt book
  - Voids receipts made in error
    - ✓ Reviews voided receipts with Dean, Administrative and Student Services/designee
    - ✓ Dean/designee initials to indicate review
- Records receipt payment on individual Student Enrollment and Registration Checklist
- Generates list of students who have not paid the administrative fee by the end of each semester and gives list to Dean, Administrative and Student Services
- Notifies student of delinquent payment status and time frame for payment.

**SON Tuition Payment and Late Fees**

OES staff:

- Directs applicants/students to:
  - Make in person payment at Cashiers' Office
  - Bring one copy of proof of payment (receipt) to Financial Aid Coordinator
  - Keep the other copy for their records.

Financial Aid Coordinator:

- Records payment on:
  - Tuition Payment log
  - Individual Student Enrollment and Registration Checklist: Financial Responsibilities section
    - ✓ Enters Cashiers' Office receipt number, date, and amount paid
- Notifies students in writing of delinquent payment status and time frame for payment
- Notifies Dean, Administrative and Student Services/designee and Expenditure Management of students who have not paid
- Requests OES hold on registration and student transcripts until tuition payment is current.

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**CASH CONTROL: COLLECTION AND DEPOSIT**

Dean, Administrative and Student Services/designee:

- Places hold on registration and/or transcripts, if payment not received within specified time frame
  - Notifies/seeks approval for continued student progression from:
    - ✓ Dean, SON
    - ✓ Provost.

**SON Pre Entrance Exam Fee**

OES staff assigned to entrance exam registration:

- Collects fee from applicant on day of exam
  - Endorses checks immediately upon receipt by stamping with ASB account stamp
- Completes Fee Payment Receipt (ASB)
  - Records the following on receipt:
    - ✓ Date
    - ✓ Payer's name (Enter student's name in parenthesis if different)
    - ✓ Amount paid
    - ✓ For: TEAS (Test of Essential Academic Skills)
    - ✓ How paid: Check box and enter check, money order number, or cash
    - ✓ OES staff signature
  - Gives original receipt (white copy) to payee
    - ✓ Mails receipt if applicant fails to pick up receipt
  - Maintains duplicate of receipt in receipt book
  - Voids receipts made in error
    - ✓ Reviews voided receipts with Dean, Administrative and Student Services/designee
    - ✓ Dean/designee initials to indicate review.

**SON Challenge Exam Fee**

OES staff:

- Directs applicants/students to:
  - Make in person payment at Cashiers' Office
  - Bring one copy of proof of payment (receipt) to Financial Aid Coordinator
  - Keep the other copy for their records.

Challenge exam applicant submits proof of payment (receipt) at the time of exam.

Dean Administrative and Student Services/challenge exam administrator:

- Attaches receipt to Student Enrollment and Registration Checklist
- Notifies Financial Aid Coordinator if applicant passes challenge exam for tuition prorate.

Financial Aid Coordinator enters Challenge Exam fee payment on tuition log.

**Cash Deposits****Deposits to Enterprise Fund**

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**CASH CONTROL: COLLECTION AND DEPOSIT****Designated OES staff:**

- Prepares cash for deposit
  - Records the following on Transmittal Summary :
    - ✓ Source of funds e.g.: tuition, application fees
    - ✓ Receipt number
    - ✓ Cash/check received
    - ✓ Payer's name (Enter student's name in parenthesis if different)
    - ✓ Check number
    - ✓ Amount paid
    - ✓ Total for each Transmittal Summary sheet
  - Verifies accuracy of Transmittal Summary with 2<sup>nd</sup> OES staff member:
    - ✓ Compares individual checks with each entry on form
    - ✓ Ensures each check is endorsed
    - ✓ Verifies accuracy of deposit total for each Transmittal Summary sheet
    - ✓ Reconciles discrepancies
    - ✓ Signs and dates form (both OES staff members)
  - Attaches duplicate receipt (pink copy) for each check to Transmittal Summary
- Gives the following to deliverer for transport to Cashiers' Office:
  - Cash
  - Transmittal Summary form.

**Deposit deliverer:**

- Signs and dates Transmittal Summary and makes one copy
- Obtains escort, if available, (x3333) for deposits of \$1500.00 or greater
- Obtains cashier's signature on form as verification of deposit amount
- Files signed Transmittal Summary.

**Deposits to ASB Account****Designated OES staff:**

- Prepares cash for deposit
  - Records the following on Transmittal Summary:
    - ✓ Date
    - ✓ Receipt number
    - ✓ Payer's name (Enter student's name in parenthesis if different)
    - ✓ Check or money order number
    - ✓ Check or money order amount
    - ✓ Cash amount
    - ✓ Total paid
    - ✓ Total for each Transmittal Summary sheet
  - Photocopies checks (1 copy)
  - Gives photocopy of checks and original Transmittal Summary to designated OES member
  - Verifies accuracy of deposit with 2<sup>nd</sup> OES staff member:
    - ✓ Compares individual checks with each entry on form
    - ✓ Ensures each check is endorsed

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**CASH CONTROL: COLLECTION AND DEPOSIT**

- ✓ Verifies accuracy of total for each Transmittal Summary sheet and total deposit
- ✓ Reconciles discrepancies
- ✓ Signs and dates form (both OES staff members)

- Gives the cash to deliverer.

Deposit deliverer:

- Verifies total deposit
- Signs bottom of Transmittal Summary
- Completes Credit Union deposit slip
- Obtains escort (x3333) for deposits of \$1500.00 or greater
- Transports cash to Credit Union in General Hospital
- Obtains receipt as verification of deposit
- Returns receipt to designated OES staff member.

Designated OES staff member:

- Files original Transmittal Summary, copy of checks, and deposit receipt
- Reconciles bank statements monthly.

**PROCEDURE DOCUMENTATION:**

Fee Payment Receipt  
 Transmittal Summary form  
 Credit Union Deposit form  
 Student Enrollment and Registration Checklist  
 Tuition Payment log  
 Student Notification of Delinquent Payment Status

**REFERENCES:**

Los Angeles County Fiscal Manual: Internal Control Certification Program Instructions  
 Network Policy #650: Security – Escort Services  
 College Policy #150: Collection, Disbursement and Security of Fees  
 College Policy #810: Refunds of Student Charges  
 School of Nursing Fee Schedule

**REVISION DATES:**

April 15, 2003  
 January 11, 2007  
 September 9, 2010  
 April 18, 2013