



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

INTEROFFICE MEMORANDUM

Date: March 22, 2019

To: All Employees

From: Bill McGreevy, Interim Vice President Administrative Services, Grossmont College
Sahar Abushaban, Vice President Administrative Services, Cuyamaca College
Sue Rearic, Vice Chancellor Business Services
Tim Corcoran, Vice Chancellor Human Resources
Todd McDonald, Associate Vice Chancellor Budget & Admin Services

Subject: [Cash Handling Procedure](#)

District cash handling procedures *must* be followed by every employee collecting or receiving funds on behalf of the District for College or District Services Departments.

The District Cash Handling procedure is now available on the GCCCD Employee Intranet site: [Employee Reference/Procedures – Quick References](#) (click the [Cash Handling](#) procedures document).

The District also offers training on this procedure as part of our **Workday training – budgets and reporting**. Please see the Workday training site ([linked here](#)).

Please note: This procedure applies to concession sales, event tickets, club sales, Ornamental Horticulture collections, fundraising, box office receipts, athletic events, parking, publication sales, advertising sales, facility rentals, etc.

If you have any questions regarding this procedure, please contact your site business office.

Thank you.

Grossmont-Cuyamaca Community College District

8800 Grossmont College Drive, El Cajon, CA 92020-1799
Phone 619-644-7569 Fax 619-644-7936

GCCCD

District Business Services

QUICK REFERENCE – Cash Handling

Procedures for collection and handling of funds while conducting district business

Cash Deposits/Collections

- All collections of cash (including checks, wire transfers, coin, etc.) must be:
 - counted and logged the same day,
 - deposited using a cash transmittal form (or Foundation for Grossmont-Cuyamaca (FGCC) deposit form)
 - deposited at least weekly with Campus Cashiering, District Accounting, or FGCC,
- All cash received must be deposited in total (expenses cannot be paid from revenues)
- Expenses for supplies, concessions, food purchases or other costs must be paid or reimbursed separately via Business Office Petty Cash Funds or Workday Expense Reports
- Cash and equivalents must be kept in a secured location accessible only to authorized employees.
- Do not leave cash or your deposit records unattended.
- Reconcile cash, checks, etc. to the total amount collected and reflected on your deposit form (cash transmittal)

District Deposits – Take to Campus Cashiers (District Services deposit directly with District Accounting)

- Deposits must include a cash transmittal form reconciling the amount to be deposited
- All Deposits should be clearly identified for bookkeeping purposes with the description, Smartkey and Revenue Category
- Amounts deposited must match the amount of the cash transmittal form
- Depositors shall receive a receipt or a copy of the deposit form reconciling to the amount deposited
- Cashiers will deposit with District Accounting or armored truck pickup weekly.

Reconciling

- District Accounting will deposit the funds, return a receipt to the depositing department and record the deposit information in Workday
- District and FGCC Accounting departments reconcile all bank accounts monthly
- Departments can view and track their deposits in Workday. If your deposit was with FGCC, you can access your account on IFAS.

This procedure applies to concession sales, event tickets, club sales, Ornamental Horticulture collections, fundraising, box office receipts, athletic events, parking, publication sales, advertising sales, facility rentals, etc.

This procedure does not apply to student fees, which must be board approved and paid by the student on-line or directly at College Cashiering. (reference: [BP/AP 5030](#))

Grossmont-Cuyamaca Community College District

Cash Transmittal Notice

Department: _____

Date: _____

Initiator: _____ Phone Ext: _____

Deposit to: SmartKey Revenue/Abatement
Category

Cash: 100.00 _____
50.00 _____
20.00 _____
10.00 _____
5.00 _____
1.00 _____

For: _____
Examples: donations, sales, fines.

Coin: 1.00 _____
.25 _____
.10 _____
.05 _____
.01 _____

Source of Funds: _____

Cash & Coin Total: _____
Check/s Total: _____

Deliver to: _____

Received by: _____

TOTAL \$

Date: _____ Posting Reference: _____

Once deposited – District Accounting will scan and email to initiator