Cash Receipts

1. Does your institution have written instructions for cash handling activities?
2. Does a listing exist of all mail, over-the-counter, checking account and imprest fund amounts locations?
3. Does a listing exist of those individuals authorized to handle cash at each of the locations?
4. Is someone assigned responsibility to periodically review cash handling activities within the institution and to update procedures and listings?
5. Are the responsibilities for collecting receipts and preparing deposits segregated from those for recording cash receipts and general ledger entries?
6. Is the responsibility for cash receipts segregated from those for cash disbursements?
7. Is the responsibility for preparing and approving bank account reconciliations segregated from the responsibilities for cash receipts or cash disbursements?
8. Do those responsible for opening the mail make listings of mail receipts?
9. Are checks restrictively endorsed “For Deposit Only” immediately upon receipt?
10. Are records made of over the counter receipts by those responsible for point of sales activities? (i.e., are pre-numbered receipt forms, pre-numbered tickets, cash register records or some other controlled forms used to record over the counter receipts?)
11. Are pre-numbered receipt forms and tickets accounted for?
12. Are perpetual inventory records maintained for all pre-numbered forms?
13. If a cashiering system is used, are machine readings printed at the beginning and end of a shift?
14. Is cash counted at the end of each shift by a cashier and supervisor?
15. Are cash collections agreed to machine readings and discrepancies reported and investigated?
16. Is a deposit slip prepared and compared to the deposit?
17. Is a monthly reconciliation of cash performed and reviewed by management?
18. Does each employee responsible for collections have a separate cash drawer and is individual accountability maintained?
19. Are cash register cumulative control totals or other types of controlled forms (such as pre-numbered receipts forms or tickets) reconciled with collections on a daily basis?
20. Do supervisory personnel approve voided transactions and credit transactions?
21. Do adequate physical facilities exist to safeguard and store receipts?
22. Are receipts deposited daily or, at a minimum, weekly or when $500 is accumulated?
23. Does a person, who doesn’t collect, record or deposit receipts, reconcile those receipts with validated bank deposit tickets to ensure that receipts are deposited intact?

24. Are all differences fully investigated?

25. Are collections deposited intact?

26. Do procedures exist to ensure that overpayments are subsequently refunded and underpayments collected?

27. Are cash receipts from separate collection locations reported to the General Accounting Division on a timely basis?

28. Are all employees who handle cash adequately bonded?

29. Is it cost effective for the receipts to be processed directly by the institution, rather than by financial institutions’ lock box system?

30. Is the receipt collection activity as centralized as possible?

31. Are payers instructed to make checks payable to the State of Maryland or the educational institution?

32. Are dishonored checks adequately controlled and collected promptly?

33. Are persons responsible for processing or recording cash receipts prohibited from receiving returned checks?

34. Are trends in receivables developed and examined by management?

35. Are periodic surprise cash counts performed by someone other the fund custodian?