BAY MILLS
Community College

Policy Number and Title:	200.103 Cash Receipts Policy-Mukwa Health and Fitness Center		
Approval Authority:	Board of Regents	Date Effective:	September 16, 2022
Responsible Office:	Accounting	Responsible Office Contact:	Vice President for Business and Finance

1. **POLICY STATEMENT/REASON FOR POLICY**

   This cash receipts policy has been established to provide effective administration and internal control for handling cash collections for the Mukwa Health and Fitness Center.

   Internal controls are necessary to prevent mishandling of funds and to safeguard assets against loss.

   Note: "Cash" includes coin, currency, personal checks, money orders, cashier's checks, and credit card transactions.

2. **ENTITIES AFFECTED BY THIS POLICY**

   Employees handling cash payments at the Mukwa Health and Fitness Center.

3. **WHO SHOULD READ THIS POLICY**

   Employees handling cash payments at the Mukwa Health and Fitness Center.

4. **WEB SITE ADDRESS FOR THIS POLICY**

   -This policy can be found at:
   http://www.bmcc.edu/about-bmcc/governance-administration/college-policies

5. **FORMS/INSTRUCTIONS**

   No forms required.

6. **HISTORY**

   -Amended: January 24, 2014; September 16, 2022.
   -Next Review Date: September 16, 2025.
   -BMCC reserves the right to revise policies at any time.

7. **THE POLICY**

BAY MILLS COMMUNITY COLLEGE
CASH RECEIPTS POLICY
MUKWA HEALTH AND FITNESS CENTER

PURPOSE

This cash receipts policy has been established to provide effective administration and internal control for handling cash collections for the Mukwa Health and Fitness Center.

Internal controls are necessary to prevent mishandling of funds and to safeguard assets against loss.

Note: "Cash" includes coin, currency, personal checks, money orders, cashier's checks, and credit card transactions.

PROCEDURES

I. **Accounting for Cash as it is Received**

A. **If cash is received in person at the Mukwa Center, it must be recorded in the receipt book on the pre-numbered multiple-copy receipt form.** The receipt documentation should include: the payer's name, amount of payment, type of payment (cash, check, money order, etc.), purpose of payment (monthly membership fee, three-month membership fee, etc.), date of payment, and the signature of the person collecting funds. The customer is given a copy of the receipt.

B. **If cash is received by mail at the Mukwa Center, it must be recorded in the receipt book on the pre-numbered multiple-copy receipt form.** The receipt documentation should include: the payer's name, amount of payment, type of payment (cash, check, money order, etc.), purpose of payment (monthly membership fee, three-month membership fee, etc.), date of payment, and the signature of the person collecting funds.

C. **If a payment is received by mail or phone at the Administration Building (i.e., credit card payments or payroll deducts), the Cashier will prepare a receipt in the Accufund Accounting Software.** The receipt documentation should include: the payer's name, amount of payment, type of payment (cash, check, money order, etc.), purpose of payment (monthly membership fee, three-month membership fee, etc.), date of payment, and the name of the person collecting funds. The Cashier will forward a copy of the receipt to the Mukwa Center for membership tracking purposes.

D. **Restrictively endorse checks by immediately stamping the back of the check with the endorsement stamp.** This prohibits the negotiation of the check if it is stolen.

II. **Safeguarding the Handling and Storing of Cash**

A. The person handling cash is responsible for the safekeeping of the College's assets.

B. **All cash collected at the Mukwa Center must be kept in a safe or other locked secure place until it is brought to the Cashier, located in the College's Administration Building. Cash should NEVER be unattended.** This applies to desktops, desk drawers, etc. Whenever an employee leaves the

workstation for any reason, cash must be appropriately secured in a locked place.

C. Under no circumstances should an individual keep the College's cash with their own personal funds or take the College's cash to one's vehicle or home for safekeeping.

III. **Depositing Cash Promptly**

A. **All of the cash collected at the Mukwa Center must be brought by full-time employees to the Cashier, located in the College's Administration Building, for deposit.** Do not make refunds, pay expenditures, or create a change fund from cash receipts. Do not hold checks for future processing.

B. Deliver the cash collected to the Cashier at least weekly or when the total cash received reaches $500, whichever comes first.

C. The Cashier will count the cash received from the Mukwa Center and prepare a receipt in the Accufund Accounting Software. These funds will be deposited, along with all other college receipts, weekly with the Soo Co-Op Credit Union.

IV. **Petty Cash**

A. The Mukwa Center will maintain a balance of $50 in petty cash <u>at all times</u> for the purpose of giving change to customers.

B. The petty cash balance of $50 will be verified periodically by the Community Health and Fitness Coordinator and the Accountant.

C. Petty cash will not be used for purchases.

V. **Reconciling and Monitoring Cash Receipts**

A. Copies of the receipt book will be forwarded to the Accountant on a monthly basis.

B. The Accountant will reconcile the cash receipts and cash deposits.

C. The Accountant will investigate any discrepancies and report them to the Vice President for Business and Finance.

D. In the event of a loss or theft of funds, the tribal police will be notified.

E. The Community Health and Fitness Coordinator and Vice President of Business and Finance will evaluate the internal controls periodically to ensure that reasonable controls exist to safeguard cash and that the individuals handling cash collections understand and follow them.

VI. **Refunds**

A. If a customer is due a refund, the Mukwa Center staff will issue a memo to the BMCC accounting department requesting a refund check to be issued. The memo will include the customer's name, address, and amount and must be approved by the Community Health and Fitness Coordinator.