

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: CASH CONTROL: COLLECTION, DISBURSEMENT & SECURITY OF FEES	Original Issue Date: April 15, 2003	Policy #: 150
	Supersedes: September 9, 2010	Effective Date: April 18, 2013
Committees Consulted: College Operations	Reviewed & Approved by: College Planning	Approved by: <i>Nancy W. Miller</i> Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

To ensure all cash collected and disbursed by the College is recorded, reconciled, and secured in a standardized manner.

Definition:

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

POLICY:

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

College divisions that handle cash have policies and procedures that describe the processes for collection, disbursement, record keeping, reconciliation, and security.

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

PROCEDURE:

See divisional Policies and Procedures.

PROCEDURE DOCUMENTATION:

See divisional Policies and Procedures.

REFERENCES:

Los Angeles County Fiscal Manual: Internal Control Certification Program Instructions
College Deposit Accounts and Revenue Sources

Office of Educational Services (OES) Policy #150: Cash Control: Collection and Deposit

OES Policy #154: Cash Control: Disbursement of School of Nursing Associated Student Body Funds

Educational Resource Center Policy #150: Collection, Disbursement and Security of Fees

Office of Financial Aid Policy #160: Cash Control: Disbursement of Student Financial Aid Loans

REVISION DATES:

April 15, 2003

January 11, 2007

September 9, 2010

April 18, 2013

Subject:

CASH CONTROL: COLLECTION, DISBURSEMENT & SECURITY OF FEES**Deposit Accounts and Revenue Sources**

Revenue Source	Deposit Account (Recommendation)
ERC:	
▪ Overdue books/journals fees	Enterprise Fund
▪ Overdue modules/DVDs/videos	Enterprise Fund
▪ Forfeited deposits	Enterprise Fund
▪ Photocopy fees	Enterprise Fund
EDCOS	
▪ Registration for class/programs	Student Support Trust Fund
▪ Duplicate certificates	Enterprise Fund
SON	
▪ Tuition	Enterprise Fund
▪ SON fees: application, challenge exam, late registration, transcript	Enterprise Fund
▪ Administrative	ASB Account – disbursed to vendor
▪ Pre-entrance examination	Vendor
▪ Book scholarship donations	Student Support Trust Fund
Other	
▪ Speaker honorariums/donations	Student Support Trust Fund

Enterprise Fund:

- Medical Center account
- Deposit monies generated from/by LA County and therefore belong to LA County
- Expenditure Management (EM) tracks deposits and withdrawals

Student Support Trust Fund

- Medical Center account
- Deposit monies generated from outside sources
- Used for book scholarships, emergency student loans, faculty development speakers
- Withdrawals (e.g., for Faculty Development speaker) are made via College memo to EM with authorized signatures. Include in justification that “costs will be offset with revenue from trust account”
- Expenditure Management (EM) tracks deposits and withdrawals

Associated Student Body (ASB) Account

- Credit Union account
- Deposit monies received from student administrative and pre-entrance exam fees
- Used for student activities/events e.g.: graduation, class events, yearbook, pre-entrance exam vendor
- Office of Educational Services tracks deposits and withdrawals

Orig: 2/21/12
Rev'd: 4/18/13