

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

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Subject: CASH CONTROL: COLLECTION, DEPOSIT, AND DISBURSEMENT	Original	Policy #:
	Issue Date: August 11, 2005	152
	Supersedes: January 25, 2024	Effective Date: March 28, 2024
Committees Consulted: Office of Educational Services Educational Resource Center Associated Student Body Financial Aid Office Business Office	Reviewed & Approved by: Student Support Services Committee College Governance	Approved by: Dean, College Operations and Student Support Services (signature on file) Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

To ensure all cash collected by the staff is recorded, reconciled, secured, deposited, and disbursed 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
- SON Fees – submitted by mail or in-person
 - Challenge examination
 - Late registration
 - Administrative
- Transcript
- ERC
 - Lost material charges
 - Late fee for overdue material
 - Photocopy charges

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 LA General Medical Center Cashiers' Office with the following exception of:

Administrative Fees – School of Nursing Administrative Fund.

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:
 - ✓ New/Continuing/Returning students, after successful completion of the Drug Dosage Calculation Competency, must pay tuition within 1 week of checks being disbursed. Courses are subject to be deactivated due to non-payment. Checks for deposit are payable to the Los Angeles County College of Nursing and Allied Health.

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Expenditure Management audits accounts periodically.

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

Receipts are generated through the College electronic database.

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

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

School of Nursing (SON) Administrative Fee funds may be disbursed for SON:

- Class dues
- Graduation related activities e.g.: auditorium rental, flowers
- Awards, plaques
- Speaker honorariums
- Reimbursements for special projects and College events
- Student refunds of administrative fees
- Standardized testing
- Emergent procurement of major equipment
- Non- LA County reimbursed funds related to College activities.

The revolving (petty cash) fund derived from the Administrative Fee is utilized to reimburse College employee purchases required in emergencies for College operations and official College events.

PROCEDURE:

Director, OES/designee conducts cash control audits as designated by Expenditure Management.

OES/ERC/Business Office staff secures all cash in a locked environment prior to deposit.

Cash Collection**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 by stamping with "for deposit only"
- Gives checks to Transcript Clerk.

Transcript Clerk:

- Generates Fee Payment Receipt in College electronic database which includes:
 - Date
 - Received from: Payer's name (Enter student's name in parenthesis if different)
 - Amount paid
 - Payment type

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- Check or money order number
- Fee type (transcript)
- Voids receipts made in error
- Enters reference/receipt number on individual transcript request.

SON Administrative Fee

College Operations and Business Office staff:

- Collects fee
 - Endorses checks upon receipt with School of Nursing Administrative Fund checking account stamp
- Records receipt payment on individual Student Enrollment and Registration Checklist
- Notifies student of delinquent payment status and time frame for payment.
- Generates list of students who have not paid the Administrative Fee by the end of first week of semester and gives list to Director, OES.

Business Office

- Completes Fee Payment Receipt in College electronic database
 - Records the following on receipt:
 - ✓ Date
 - ✓ Payer's name (student's name in parenthesis if different)
 - ✓ Amount paid
 - ✓ Fee type
 - ✓ Payment type
 - ✓ Check or money order number
 - Provides a copy of the receipt to payee
 - Maintains receipt and ledger from College electronic database
 - Voids receipts made in error.

Disbursement of funds requires:

- Authorization letter signed by the Provost and Dean, SON
- Authorized signature on the check.

Check Preparation

- Dean, College Operations and Student Support Services or Director, OES prepares and signs check.

Check Disbursement

OES Designee:

- Photocopies signed check onto copy of disbursement letter and files in designated binder
- Mails/disburses check
- Records the disbursement of funds
- Reconciles bank statement monthly
- Reviews bank statements and spreadsheet with Director, OES and Dean, College Operations and Student Support Services
- Maintains all bank statements and supporting documents for seven years.

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OES staff:

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

Business Office Designee:

- Records payment on:
 - Tuition Payment ledger
 - Individual Student Enrollment and Registration Checklist
 - ✓ Enters Cashiers' Office receipt number, date, and amount paid
- Notifies students in writing of delinquent payment status and time frame for payment
- Notifies Director, OES of students who have not paid
- Requests OES hold on registration and student transcripts until tuition payment is current.

Director, OES:

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

SON Challenge Exam Fee

OES staff:

- Directs students to:
 - Make in-person payment at Medical Center Cashiers' Office
 - Bring one copy of proof of payment (receipt) to Business Office Designee
 - Keep one copy for their records.

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

Director, OES/challenge exam administrator

notifies Financial Aid Coordinator and Business Office Designee if student passes challenge exam for tuition prorated.

Business Office Designee enters Challenge Exam fee payment on Tuition Payment ledger.

Allied Health Book Payment

Designee:

- Collects fee
 - Endorses checks upon receipt with School of Nursing Administrative Fund checking account stamp

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- Completes Fee Payment Receipt in College electronic database
 - Records the following on receipt:
 - ✓ Date
 - ✓ Payer's name (student's name in parenthesis if different)
 - ✓ Amount paid
 - ✓ Fee type
 - ✓ Payment type
 - ✓ Check or money order number
 - Provides a copy of the receipt to payee
 - Maintains receipt and ledger from College electronic database
 - Voids receipts made in error.

Overdue/Lost Books/ Modules/ Laptops/Photocopy

ERC staff/Designee:

- Records collected fines/replacement costs and photocopy fees
 - Records date, amount, name of payee, type of material (e.g.: overdue book fine) on receipt
 - Signs receipt
 - Gives original receipt (white copy) to payee
 - Maintains duplicate of receipt (yellow copy) for record keeping
- Instructs payee to make checks payable to LA General Medical Center
- Prepares cash for deposit to the Cashier's Office
- All deposits are recorded on the Transmittal Form:
 - ✓ Enters receipt number and date from receipt book and type of fee (library fines, lost library material)
 - ✓ Totals the amount in checks and in cash and enters grand total
 - ✓ Signs transmittal form on "completed by" line
- Enters amount, date transferred, and initials on Daily Cash Count Addendum 150-A form for deposit
- Transfers cash at least weekly or when amount reaches \$500.00, whichever comes first.

Cash Deposits**Deposits to LA General Medical Center Cashiers' Office**

Designated OES/ERC/Business Office staff:

- Prepares cash for deposit
 - Records the following on Transmittal Summary:
 - ✓ Source of funds e.g.: transcripts
 - ✓ 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 2nd staff member:
 - ✓ Compares individual checks with each entry on form

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- ✓ Ensures each check is endorsed
- ✓ Verifies accuracy of deposit total for each Transmittal Summary sheet
- ✓ Reconciles discrepancies
- ✓ Signs and dates form.

- 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, (x93333) for deposits of \$1,500.00 or greater
- Obtains cashier's signature on form as verification of deposit amount
- Returns signed Transmittal Summary to area for filing.

Deposits to School of Nursing Administrative Fund

College Operations and Business Office Designee:

- 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
 - Prepares Transmittal Summary
 - Verifies accuracy of deposit
 - ✓ Compares individual checks with each entry on form
 - ✓ Ensures each check is endorsed
 - ✓ Verifies accuracy of total for each Transmittal Summary sheet and total deposit
 - ✓ Reconciles discrepancies
 - ✓ Signs and dates form.
- Gives the cash to depositor.

Depositor:

- Obtains escort (x93333) for deposits of \$1,500.00 or greater
- Transports cash to Credit Union
- Obtains receipt as verification of deposit
- Returns Transmittal Summary and receipt to designated OES staff member.

Designated OES staff member:

- Files original Transmittal Summary and deposit receipt

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- Reconciles bank statements monthly.

Petty Cash

- Each semester, up to \$500 petty cash will be obtained from the collection of Administrative Fees.
- The petty cash remaining from the previous semester will carry over to the next semester, total amount not to exceed \$1,000.
- Once the petty cash purchase is made, the Director, OES/Designee must attach an original receipt to the Petty cash form, confirm the purchase, sign the form, and provide reimbursement.
- Purchase should not exceed \$200 and must not be fragmented to remain within the limit.
- Director, OES/Designee will maintain a control log which documents all petty cash purchases.
- Upon receipt of the bank statement, the Director, OES/Designee will perform a monthly reconciliation of the petty cash account.

PROCEDURE DOCUMENTATION:

Fee Payment Receipt
Transmittal Summary form
Student Enrollment and Registration Checklist
Tuition Payment ledger
Disbursement of Funds Authorization Letter
Daily Cash Count Addendum 150-A

REFERENCES:

Los Angeles County Fiscal Manual: Internal Control Certification Program Instructions
LA General Medical Center Policy #650: Security – Escort Services
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
November 23, 2020
January 25, 2024
March 28, 2024