



# Standard Administrative Policy and Procedure

**Subject:** Receipt and Handling of University Funds

**Number:**

---

## I. PURPOSE

The policy and procedures are intended to assist University employees and others in the discharge of their fiscal responsibilities. The Policy and Procedures for Receipt and Handling of University Funds shall be administered by the Deputy Vice President for Budget and Finance or designee.

## II. DEFINITIONS

**Funds:** Funds include currency, coin, checks, money orders, cryptocurrency and credit card transactions. Funds received on behalf of the University include, but are not limited to, departmental collections of revenue for programs and activities (including ticket sales), amounts collected as a result of the use of campus equipment and facilities, services provided by University employees, the on and off campus sales of goods, and services of University departments, and donations.

## III. POLICY

**All funds of the University of Wyoming are public funds**, intended to help accomplish the mission of the University and its units. It is the responsibility of all employees to safeguard University assets. It is the responsibility of all officers, deans and department heads to ensure that adequate internal controls within their units exist and are observed.

The main objectives of the receipt and handling of University funds policies, procedures and controls are to guard against loss and ensure accountability. University systems are designed to control the receipt, deposit, and expenditure of all funds, and to account for them properly.

This policy is not intended to be all-inclusive; inevitably, there are situations not specifically addressed here. It is intended that the basic principles discussed will provide procedures applicable to most situations. Additional assistance is available from UW Financial Affairs departments: specifically the Associate Vice President of Finance Office, Cashier's Office and Accounting Office. Risk Management, Internal Audit and/or University Police can also provide valuable information as needed.

A. **Receipt and Deposit of Funds.** The following highlight some general requirements relating to receipt and deposit of University funds.

1. All funds received on behalf of the University that do not qualify as donations, contributions and gifts must be acknowledged by receipt when received and deposited intact in the Cashier's Office, Knight Hall, Room 170.
2. Deposits are intact when 100 percent of the funds received are deposited, no funds are withheld from the deposit, and contemporaneous written receipts are prepared documenting the funds received.
3. Individual departments and programs may not establish a bank account, or otherwise withhold University funds from deposit to official University accounts.
4. All receipts collected by departmental personnel in the performance of assigned duties are considered public funds and must be deposited with the Cashier's Office.
5. Donations, contributions and gifts to the University are properly deposited to and retained by the University of Wyoming Foundation. Foundation financial personnel should be consulted in the event a gift is received directly by a campus department.

All departments that handle funds must develop departmental funds handling procedures that comply with the campus policy, including but not limited to the following procedures:

- Duties of opening mail, processing funds received by mail, collecting cash, preparing receipts and account reconciliation should be separated among individuals (i.e. one individual is not responsible for two or more of these activities) to the extent allowed by staffing resources.
- Departmental funds handlers must take periodic vacations, during which time another employee performs funds handling duties.
- Any theft or disappearance of funds should be immediately reported to Internal Audit and Campus Police for investigation. Risk Management and Insurance should also be notified, although loss of funds is generally not covered by insurance.

B. **Basic Elements of Receipt and Handling of University Funds**

The basic elements of receipt and handling of University funds are listed below, and must be present in departmental funds handling procedures. Please refer to the Financial Affairs Departmental Administrative Policy and Procedure relating to receipt and handling of university funds for additional detail of each of these requirements.

1. Receipt processes and documents- Receipt records must be prepared at the time funds are received in order to provide revenue accounting and reconciliation

with actual funds collected. If in check form, all funds received must be restrictively endorsed immediately upon receipt.

2. Reconciliation of collections and program activity- Cash, checks, money orders and credit card transactions must be counted on a daily basis and compared to receipt records.
3. Timely and intact deposits- Funds received must be deposited promptly (at least weekly) and intact at the Cashiers Office or direct deposited into a University bank account (see DAP for direct deposit process). Funds held for deposit (cash, checks, money orders, etc) should be stored in a secure location with limited and appropriate access until deposit.
4. Financial records balancing- It is vitally important to reconcile departmental funds collection records with the University's general ledger accounting reports on a monthly basis.
5. Record Retention- After reconciliation and records balancing, records must be kept on file or stored in accordance with the following University of Wyoming Retention Schedules located at <https://www.uwyo.edu/ahc/uw-archives/schedules.html>.
6. Training – all entities that accept credit cards must receive Payment Card Industry Compliance training on an annual basis.

#### **IV. ACCOUNTS RECEIVABLE**

Departments that provide goods and services on a charge and billing basis must keep accurate records of accounts receivable balances. Such records should provide complete identification of purchaser, amount of sale, date of sale, billing activity, and payments. Funds collection records and receivable records should refer to each other. Charge records and billing invoices should also be pre-numbered, multi-copy documents. Billing of charge accounts should be done on at least a monthly basis.

Delinquent campus departmental accounts can be referred to the Student Financial Services Office for collection. Each department should define delinquency according to its collection history. The older a debt is, the less collectible it becomes. To maximize the possibility of full collection, it is strongly encouraged that outstanding accounts be referred to the Accounts Receivable Office when they are less than three months (90 days) old, however the Accounts Receivable Office accepts accounts that are older than 90 days. When referring a debt to the Accounts Receivable Office, please be sure that you have written documentation to support the original charge and copies of all invoices submitted to the account holder, as well as documentation of any email or phone contact that you have had in relation to collection of the debt.

The Accounts Receivable Office determines when a debt should be referred to an outside collection agency and when a debt should be charged off as uncollectible. No other

University departments can make a decision to charge off bad debt; they must refer the debt to the Accounts Receivable Office. Successful collections by that office are paid to the referring department, and successful collections by outside agencies are paid to departments after deduction of the agency fee. Decisions about uncollectible items are communicated to the originating department for adjustment of receivables balances.

There is a significant cost to maintaining receivables. Departments should not allow credit or establish accounts receivable unless there are compelling business reasons to do so and adequate controls are in place. Please contact the Deputy Vice President for Budget and Finance if you feel there is a compelling business reason to allow credit or establish accounts receivable to gain approval before the credit or account is established.

## **V. USE OF UNIVERSITY EQUIPMENT**

The use of University equipment is for University business and should not be used for personal benefit except for de minimis use as defined by the IRS (minimal and infrequent). The use of University equipment may also be used if it is consistent with other applicable University policies and payment for such use shall be consistent with this policy.

## **VI. APPLICABILITY**

This policy applies to all personnel who handle funds received on behalf of the University.

## **VII. SUPPORTING DOCUMENTS**

All supporting documentation can be found at: Financial Affairs Departmental Administrative Policy and Procedure relating to receipt and handling of university funds.

**Responsible Division/Unit:** Division of Administration

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** Receipt and Handling of University Funds DAP

**Approved:** 8-2-2022