

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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General

In order to safeguard the assets of the college, all payments made to the College must be adequately accounted for, secured, and picked up by Public Safety on the same business day. Public Safety must deliver the bags to the Accounting Department within 1 (one) business day. In situations where a department receives a payment, each custodian is responsible for ensuring against the loss or theft of the funds within their charge.

In order to accomplish this goal, there are two categories for this policy:

1. Departments with POS/Cashier Systems - Transferring the funds to the Accounting Department by the next business day, in a locked bag by the Public Safety Department. (i.e. Bursar Office, Book Store, Campus Life)
2. Departments without POS/Cashier Systems (anyone manually collecting and tracking funds without the use of Datatel or a cash register system). - Issuing a receipt for payment, logging the receipt on the Cash Transmittal Form and transferring the funds to the Accounting Department the same business day, in a locked bag by the Public Safety Department. (i.e. Performing Arts Ticket Sales, Athletic Department Fundraising, Horticulture Plant Sales.)

Authority

Vice President for Business and Finance

Responsibility

All custodians of receipts
Director of Accounting
Director of Public Safety

Procedure - Departments with POS/Cashier Systems

Departments with computerized sales system, such as the Bookstore or the Bursar Office will secure their daily sales/session reports and all funds associated with such in a locked bag to be forwarded to the Accounting Office on a daily basis.

Please see "Transfer the funds to the Accounting Department" section of this procedure for further instructions.

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Procedure - Departments without POS/Cashier Systems

Step 1: Issuing a Receipt for Payment to the student/customer: A pre-numbered receipt for payment must be issued for any receipt not processed through Colleague or a cash register. (Attachment 1)

1. In advance of the event, obtain a series of pre-numbered, multi-copied forms from the Accounting Department. These are restricted forms and can only be provided by Accounting.
2. Receipts **must** be issued in numerical sequence. Voided receipts (original and Accounting Department copies) must be forwarded to the Accounting Department.
3. When payment is made, complete the required information on the receipt.
4. Issue the original to the student/customer.
5. Retain a copy for your files.
6. Retain the copy to be forwarded to the Accounting Department, along with the payment and Cash Transmittal form.

Step 2: Logging the payment received on the Cash Transmittal Form: For any receipt not processed through Colleague or a cash register, the payment must be logged on the Cash Transmittal form (Attachment 2). The Cash Transmittal Form can be found @ccm.edu under Faculty/Staff, E-Forms.

1. Include the following information on the form:
 - a. The custodian name (department employee), custodian's phone extension, origination department name and number, and date of receipt
 - b. The payer's name (individual making payment)
 - c. A brief description of the reason for the payment
 - d. The general ledger account number where the income/receipt will be recorded
 - e. The amount of payment by category (cash or check)
 - f. The total for the line item will automatically calculate.
 - g. The receipt number issued.
2. All checks received are made payable to County College of Morris.
3. All receipts must be kept in a secure environment (i.e. a locked desk drawer).
4. All receipts must be forwarded to Accounting Department within one business day:
 - a. The form will automatically calculate the total for each column, (cash and check) as well as the grand total.
 - b. Print two copies (one for Accounting Office and One for Custodian)
 - c. Attach the second copy of the Receipt for Payment form to the Accounting Department's copy of the Cash Transmittal Form.
 - d. Lock the log, receipts and payments in a cash bag for transfer to the Accounting Office.

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Procedure - Transfer the funds to the Accounting Department

All receipts must be picked up by Public Safety the same day. Call the Public Safety Department (phone ext. 5550) at any time for pick-up. The Public Safety Department's cash transfer service is available around the clock, including weekends and holidays. In the event that the service is employed during non-accounting department hours, they will safeguard and secure the funds until the Accounting Department reopens on the next business day.

1. The Public Safety Department requires the funds, receipts and the Cash Transmittal Form to be locked in a bank bag. Only the Custodian and Accounting are to have keys to the bag.
2. The Custodian must complete the Bag Control Form (Attachment 3). This is a 4 part form that documents the movement of the funds from the originating department to the accounting department. It remains with the bag at all times (but not in the bag).
3. Public Safety will retrieve the bag, sign and date the Bag Control Form and return the bottom copy to the custodian. The custodian should maintain this copy of the form to document that the funds were turned over to Public Safety.
4. **At random times during the day**, Public Safety will deliver the bag(s) to the Accounting Department. Accounting Department personnel will sign for receipt of the bag(s) and give Public Safety a copy of the Bag Control Form.
5. The Accounting Department will process the receipts in accordance with 03.13 – "Interdepartmental Reconciliation and Deposit of Receipts." Once the funds in the bag are verified, the final copy of the Bag Control Form will be returned to the originating department. The original will remain in the Accounting Department attached to the paperwork recording the transaction.
6. The originator must receive confirmation that the funds were delivered to the Accounting Department (the 2nd copy of the Bag Control form) within two days of transmitting the funds. If two days have passed, contact the Director of Accounting, ext. 5028, for immediate follow-up.

Receipts collected by offices located in Henderson Hall

All offices located in Henderson Hall must deliver their receipts to the Accounting Office the same day collected. When the custodian delivers the funds to Accounting, a member of the office will verify the accuracy immediately, in front of the custodian, and then sign receipt of the journal entry or cash log, depending on the document used to support the funds collected.



Receipt

"Pre-Numbered"

Amount	Date
Student/Customer	
Cash / Check / Both	
Describe Nature of Receipt	
Received by/extension	



COUNTY OF MORRIS COLLEGE

CASH TRANSMITTAL

See Procedure #03.12 for detailed instructions on the use of this form

Custodian Name _____

Phone Ext. _____

Department Number and Name _____

Date _____

	Payee Name	Description	General Ledger			Total
			Account Number	Cash	Check	
1.	_____	_____	_____	_____	_____	0.00
2.	_____	_____	_____	_____	_____	0.00
3.	_____	_____	_____	_____	_____	0.00
4.	_____	_____	_____	_____	_____	0.00
5.	_____	_____	_____	_____	_____	0.00
6.	_____	_____	_____	_____	_____	0.00
7.	_____	_____	_____	_____	_____	0.00
8.	_____	_____	_____	_____	_____	0.00
9.	_____	_____	_____	_____	_____	0.00
10.	_____	_____	_____	_____	_____	0.00
11.	_____	_____	_____	_____	_____	0.00
12.	_____	_____	_____	_____	_____	0.00
Grand Total			0.00	0.00	0.00	0.00

Originator's Signature _____

Date _____

Public Safety's

Signature _____

Date _____

Cash Transmittal - Eform - Rev. 6-2021

Accounting Department:	
Received By _____	Date _____
Deposited By _____	Date _____

County College of Morris
Bag Control Form

See Procedure #03.12 for detailed instruction on use of this form

Department Name _____

Originators Name _____ **Extension #** _____
Please Print

Originators Signature _____ **Date** _____

Public Safety Officers Signature _____ **Date** _____

Accounting Department Signature _____ **Date** _____

Copy distribution

White - Accounting Yellow - Accounting return to Originator Pink - Public Safety Gold - Held by originator