

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Cash Receipts Documentation Attachment A	<i>Number:</i> T 503 A	<i>Page(s):</i> 3
	<i>Date:</i> May 12, 2017	

STATEMENT OF POLICY

Procedures

- Controller
- Staff Accountant II
- Cashier
- Accounting Specialist II
- Public Safety Director
- Public Safety Officer
- Administrative Assistant
- Assistant to the President
- Senior Staff Assistant
- Mailroom Supervisor

Cash receipts are received by the college in one of four ways; mail, in person payments, phone and online payments. The following paragraphs provide a description of the processes the college is currently performing for their cash receipts transactions. All monies received by the college are received and processed at the main campus in Randolph VT, with the exception of the fees charged by the dentistry program run out of the Williston VT satellite campus. This process is also described below.

Payments received through the mail

Payments received through the mail, the vast majority being check payments and money orders are first handled by the Mailroom Supervisor who sorts the mail and gives checks to the Senior Staff Assistant who then maintains a daily log of the checks. If the Senior Staff Assistant is not working the Mailroom Supervisor will give the checks to the Staff Accountant II who will log the checks. All checks and a copy of the daily log are given to the Cashier in Student Accounts. The Staff Accountant II, does a daily review of the checks/log and will code any checks that are not student account payments. Once this is completed the Staff Accountant II, will give the checks and check log to the cashier on duty. Any checks that require additional research into the appropriate GL account to be charged against are copied and the original check is stored in the safe, located in the Student Accounts Office. Once the Staff Accountant II, determines the appropriate GL account to charge, this is usually accomplished in 1-2 business days, they will write the correct GL number on the copy of the check and return it to the cashier on duty. The cashier then takes the check out of the safe and records the check in the cash receipts session

for that business day. Upon request of the payee a receipt for the transaction is mailed to the given address.

Payments made in person

Payments that are made in person are handled by the cashier or Accounting Specialist II. These can be made in three forms, cash, check, or credit card. Check payments received in person are handled the same way as check payments received in the mail. Cash payments are recorded on the cash receipts session for that business day and then stored in the cashier's drawer until the end of the day when they are transferred to the safe. At the beginning of each day the cashier's drawer is reconciled by either the Cashier or the Student Accounts Coordinator against the daily cash receipts listing from the previous day. Any variances are noted and investigated. A receipt is provided to the payee for all in person transactions.

All credit card payments made in person are processed at the Students Account Office. All credit card payments are processed through TouchNet via the web and then processed through cash receipts. The total of credit card payments is checked against a TouchNet report totaling the Visa/MasterCard charges entered by VTC for the day by the Cashier on duty. Credit Card funds are directly deposited via wire transfer into the VSC TD Bank Credit Card account.

Online payments

The Vermont College System currently offers an online payment option for students through Touchnet. There are currently three forms of online payment; electronic check, debit, or credit. The electronic check and debit are processed the same way with the amount being deposited as an EFT into the appropriate College's bank account. The online credit card payments are processed identically as the in person credit card payments with the online credit card payments and the in person credit card payments deposited as separate batches.

The payments made through Touchnet are automatically applied to Datatel. This transaction is reviewed by the Chancellor's Office for all of the Vermont Colleges. The entry to Datatel is recorded within a day or two of the online payment being submitted. The college is notified by the bank for any rejected electronic check or debit card payments. Once notified the Cashier has to manually go into Datatel and reverse out the payment.

The Business Office, specifically the employees mentioned above, is responsible for entering all cash receipts, whether they are mailed or delivered directly to the Business Office. Once payments are recorded on the daily cash receipts listing they are entered into the accounting software, Datatel. Payments, when received, are entered into the computer generating a receipt based upon the information entered.

The next day, a Cash Receipts Reconciliation Report that summarizes the daily cash receipts for both student AR and non-student GL activity is printed. This report gives a breakdown of cash, checks and credit card payments received. Beginning cash on hand and the daily receipts are then compared to the ending total of cash, checks and credit card charges. A spreadsheet is created (done by the cashier on duty) of all checks processed for use with the bank deposit. The

majority of checks are scanned and processed, on a daily basis, via digital deposit directly to TD Bank by the alternative cashier.

Foreign checks and cash are deposited into the VSC depository at Randolph National Bank by the security guard on duty for the day, usually either the Public Safety Director or a Security Officer. When a deposit is needed the cashier on duty will complete a 2 layered carbon copy deposit slip and place the top copy along with the funds to be deposited in a bank bag. The bank bag is taken by one of the security guards to the bank and the receipt from the bank is brought back (along with any cash if a withdrawal was requested). This is given back to the cashier who will compare the banks deposit receipt against VTC's deposit slip. Any variances are noted and investigated.

Following the printing of reports and verification that transactions have been entered into the computer system correctly, the day's activity is reconciled. The posting of all reconciled cash receipt sessions to the GL for student AR and non-student GL is automatically performed by Datatel on a daily basis.

Williston campus cash receipts

The dentistry program run out of the Williston Campus charges reduced rates for dental services performed by its students. Patients have the option to pay with either cash or a check. Depending on the number of patients seen by the students and corresponding money on hand the Administrative Assistant, will deposit the cash payments received to the bank account they have at a local TD Bank branch near this campus, per Staff Accountant II this is performed approximately 1-2 times per month. She will then send a copy of the deposit slip for the amount of the cash deposit and all of the other checks received from the patients and mail them to the Randolph Campus to Staff Accountant II. The Staff Accountant II writes a check for the amount of the cash deposit and gives that check along with the other checks to the Cashier where they are processed as normal payments received through the mail. The Administrative Assistant will also mail the bank deposit slips and the dentistry payment listing to Assistant to the President who will reconcile this account with the monthly bank statement. The Staff Accountant II, will then review this reconciliation and make any necessary adjustments. Per Staff Accountant II, the fees generated from this program are approximately \$2,000 per month.

At the end of the month the Chancellors Office, will reconcile the Datatel activity to the bank statement and will send this reconciliation to Staff Accountant II who will investigate and explain any unusual reconciling items. Any adjusting entries are made in the following month, with the exception of June which is adjusted prior to the close of the Fiscal Year.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) May 12, 2017

Signed By:  Patricia Moulton President
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