

	<p>POLICY & PROCEDURE MANUAL</p> <p>California State University Channel Islands Foundation</p>	<p>Policy No: 3.01 Number of Pages: of 4</p>
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Policy on Cash Receipts and Disbursements

Procedure:
CASH RECEIPTS

All cash receipts must be logged on a Daily Receipt Log. The Vice President for Finance and Administration or University President must approve all disbursements of CSUCI Foundation funds.

DEVELOPMENT:

- x Checks arrive at the Development office
- x The Development Assistant opens envelopes and stamps letters and envelopes "Received"
- x Endorses checks using CSUCI Foundation stamp
- x Copies the check and the original letter
- x Completes and numbers the Daily Receipt Logs (Appendix 3.01.A)
 - Note Payroll deduction forms are to be placed on the Pledge/Stock DRL. The actual monthly payroll deduction reconciliation will be placed on the Checks/Cash DRL by the Development Assistant.
 - Note Credit Cards are to be placed on the Credit Card DRL.
 - Note In-Kind gifts are to be placed on the In-Kind DRL.
 - Note Stock gifts are to be placed on the Pledge/Stock DRL.

DIRECTOR OF DONOR RELATIONS

- x Director of Donor Relations receives the DRL and back up from Development Assistant
- x Director of Donor Relations adjusts directions for account number, class code, and appeal type on the DRL if needed
- x Development Assistant retrieves the DRL from the Director of Donor Relations

DEVELOPMENT ASSISTANT:

- x Distributes daily DRL to Accounting and Development by
 - x Copying all back-up for each gift
 - x Stapling the back-up for each gift together in this order (top down):
 - o Original Letter
 - o Copy of the Check
 - o Original Envelope

Division of Office

x

- x Placing a copy of the DRL on top and stapling it together with a binder clip
- x

Division of Office

x

ACCOUNTING

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Note: In cases where the Foundation is paying for meetings, a meeting agenda and list of attendees must also be attached to the check request or invoice. The purpose for the meeting must be clearly noted on the check request. If the event is community wide and it is impractical to expect a list of attendees, an event flyer will suffice.

Check Requests and/or stamped invoices are forwarded to the Director of Donor Relations for review and signature.

Check Requests are stamped with "Entered" stamp. Check Requests, invoices and support documents are copied.

Original documents are sent to Accounting for payment. Accounting date stamps the documents upon receipt and will then enter data into the accounting system payment and record the date entered. Foundation checks prepared every Thursday. Paperwork must be submitted to accounting by the previous Friday. When it is unavoidable to pay from an invoice copy, AP must verify against records that the invoice has never been paid. The invoice must then be stamped with the non-payment affirmation stamp. The AP manager signs on the signature line of the stamp.

Enter expenses into Excel expense tracker, and file copies in "Pending Foundation Check Requests" file. Accounting will make copies of checks for Development. Staple copies of checks to the front of the Check Request Form or invoice and file with Foundation Expenses for the current Fiscal Year.

CREDIT CARDS:

Credit Card statements arrive to the Foundation once a month. Credit Cards are registered in the name of the Director of Donor Relations. A Credit Card reconciliation should be filled out on the proper reconciliation form by the Development Assistant for each Credit Card statement received.

- x Foundation Visa Card – Foundation Monthly Bank Card Report (Appendix 3.01.E)

A copy of the invoice or receipt for each item MUST be attached to the reconciliation and statement. If a receipt is missing, a Lost/Missing Receipt Form (Appendix 3.01.F) should be filled out and attached to the reconciliation and statement.

The packet is then submitted to the cardholder for signature followed by the University President or Chief Financial Officer for approval signature.

The Development Assistant then copies the signed reconciliation report, statement and back-up, and submits the originals to Accounting. Accounting will date stamp when received and enter data into the accounting system. The payment is actually made by Electronic Funds Transfer.

Expenses are then entered into the Excel expense tracker and copies filed with Foundation Expenses for the current Fiscal Year.