


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure FN_101	
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		Last Revision Date: 12/15/17	
		Effective Date:	
Section		Subject	Title Cash and Security

I Louisiana Law.

The Louisiana Constitution Article VII, Section 9(A) requires “all monies received by the State or by any state board, agency, or commission shall be deposited immediately upon receipt in the State Treasury, except for certain exceptions listed therein”. NOTE: “Immediately” is defined as within 24 hours of receipt. The State Treasury cash management practice requires state depositing entities to deposit receipts in the State’s central depository account or designated regional depository accounts. The depositing agency is responsible for revenue classification in the accounting system.

II Security

A. Each cashier will be assigned a unique, lockable “cash drawer” which will contain \$400 of seed money. The cashier is responsible for balancing his/her cash drawer daily and reporting all cash receipts to the Bursar or designee.

B. All cash drawers will be placed in a secure location at the end of each business day. Each cashier is responsible for picking up their cash drawer at the beginning of the business day and securing their funds in the secure location at the close of business.

C. The Bursar or designee will receive all monies collected by each cashier on a daily basis. The Bursar or designee will reconcile all receipts to the daily deposit sheet and prepare a deposit slip. All monies received will be delivered daily to the bank.

1. If the deposit is prepared before the bank has closed, the Bursar or designee will deliver the deposit to the banking institution and obtain a receipt from a teller. Bank receipts obtained from the bank after their daily cut off time will reflect a deposit on the next business day.

2. If the deposit is prepared after the bank has closed, the Bursar will place the deposit into an approved bank bag and place the bag in the bank’s night deposit receptacle or deposit the next business morning.

3. If the bank is closed for a holiday, the funds will be placed into a secure location until the next regular banking day.

D. During periods in which large sums of money are collected, Louisiana Delta Community College employs an off duty police officer to observe the collection of funds and delivery of the deposit. Louisiana Delta Community College

adheres to the recommendations of the Office Of Risk Management with respect to the transportation of cash.

1. Deposits between \$50,000 and \$65,000 will require the services of one armed escort.
2. Deposits between \$65,001 and \$85,000 will require the services of two armed escorts.
3. Deposits in excess of \$85,001 will require three armed escorts or an armored vehicle.

III Verification of Cash and Cash Transactions

A. In the event that a cashier requests or schedules annual leave, the Bursar or designee will in the presence of the cashier verify the contents of their cash drawer before their departure.

B. At his/her discretion, the Comptroller or the Bursar may conduct a surprise and unscheduled cash count of cashier funds. The surprise fund verification will be done in the presence of the cashier. In the event that the Bursar is in possession of a cash drawer, his/her funds are subject to a surprise cash count conducted by the Comptroller or designee.

IV–Security of Premises

A. Monroe Campus:

1) Access to the cashier and student service areas are controlled by locked doors that must be accessed by utilizing a Delta ID card with a magnetic strip. Access is granted by use of a card swipe mechanism. No students and a limited number of Delta employees have access to these secured areas. Security cameras are located in the cashier and student services areas to monitor activity. Records of entrance to secured areas are maintained by the IT department as to the date, time and employee that uses the card swipe to access the secured area.

2) Each cashier stores his/her cash drawer at their work station in a keyed drawer during business hours. When the cashier leaves his/her work area he/she will lock the drawer. All locked cash drawers are secured in the safe during non-business hours.

3) The safe is located within a locked storage room adjoining the cashier area. Keys to the locked storage room is held by the Bursar and cashier. Access to the storage room and safe are limited to normal business hours.

B. Lake Providence Campus:

1) A lock box is maintained at the cashier's desk during regular business hours. The lock box is locked and secured when the cashier is not in the room. At the end of the business day, the lock box is restored to the safe.

2) Safe is stored in a room next to the cashier's office. Students are not allowed in this area. Limited people know the codes for the safe.

C. Tallulah Campus:

1) A lock box is maintained at the cashier's desk during regular business hours. The lock box is locked and secured when the cashier is not in the room. At the end of the day the lock box is restored to the safe.

2) A safe is located in a locked file room. Access to the file room is restricted to a limited number of employees. Specified employees are granted knowledge of the combination to the safe.

D. Bastrop Campus

1) A lock box is maintained at the cashier's desk during regular business hours. The lock box is locked and secured when the cashier is not in the room. At the end of the day the lock box is restored to the safe.

2) At the close of business hours, the cashier's lock box is stored in a fire proof filing cabinet located in the personnel office adjacent the cashier's office. Access is limited to the personnel office and no students are allowed in this area. Keys to the fire proof cabinet is restricted to limited employees.

E. West Monroe Campus:

1) A lock box is maintained at the cashier's desk during regular business hours. The lock box is locked and secured when the cashier is not in the room. At the end of the day the lock box is restored to the safe.

2) The safe is located in an area that was formerly designated as the Bursar's office. The room is protected by an alarm that is enabled and disabled by the use of a keypad. The keypad code is restricted to a limited number of employees. The safe combination is also restricted to a limited number of employees. Cashier funds are secured in the safe at the conclusion of each business day.

G. Winnsboro Campus:

1) A lock box is maintained at the cashier's desk during regular business hours. The lock box is locked and secured when the cashier is not in the room. At the end of the day the lock box is restored to the safe.

2) Cash is stored in a fire proof filing cabinet. The fire proof filing cabinet is located in the supply room. Students are not allowed in this area. Limited people have access to the fire proof filing cabinet key.

H. Ruston Campus:

1) A lock box is maintained at the cashier's desk during regular business hours. The lock box is locked and secured when the cashier is not in the room. At the end of the day the lock box is restored to the safe.

2) The safe is located in room A105. Students are not allowed in this area. Limited people know the code for the safe.

J. Jonesboro Campus: The Jonesboro campus is not 100% operational at the time this policy was written. Limited transactions if any are processed at the Ruston campus.

V. Fidelity Bond

Employees who handle cash as a normal part of their assigned duties are covered under a bond provided by the Office of Risk Management (ORM). The employee's **Faithful Performance Blanket Bond** covers losses sustained because of dishonest or fraudulent acts. "Faithful Performance" provides coverage for loss caused by the failure of an employee to faithfully perform his/her duties. Reports containing the number of employees and loss experience are prepared on a regular basis by the Comptroller and submitted to the ORM.

VI. Security of Check Stock

A. All check stock for Louisiana Delta Community College is stored on the West Monroe campus under the supervision of the Comptroller. The blank check stock is stored in a locked area. A small number of blank checks are located in a check writing printer. The check writing printer has lockable paper trays. Keys to the locked paper trays are under the supervision of the Comptroller.