

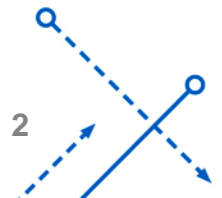
The background of the slide features a complex pattern of blue lines and arrows. Solid lines intersect at various angles, while dashed lines form loops and paths. Small circles, some filled and some hollow, are placed at various points along these lines, suggesting a network or a flow of information.

DEPARTMENTAL IFR DEPOSITS

Safeguarding Cash & Internal Controls

How to Deposit to Your Department's IFR Account

- Know Your Department's IFR Account Information
- Complete the Cash Receipts Transmittal Form
- Securely Deliver the IFR Deposit
- Follow Safeguarding Cash & Cash Equivalents Guidelines



CASH RECEIPTS TRANSMITTAL FORM



STATE UNIVERSITY OF NEW YORK AT BUFFALO CASH RECEIPTS TRANSMITTAL FORM

Date: _____

Depositing Department _____

Address _____

Transmitted By _____

Telephone _____

Email _____@buffalo.edu

For OSA Use Only

Received by _____

Transmittal Total _____

Total Checks _____

Total MC/VISA _____

Total Discover _____

Total U.S. Currency & Coin _____

Total Canadian Currency & _____

Total _____

Cash Receipt Numbers Accounted for:

_____ To _____ Void Receipts

_____ To _____

Reference Number _____

Trial Balance _____

URAS Account _____

URAS Sub _____

IFR Account _____

IFR Sub _____

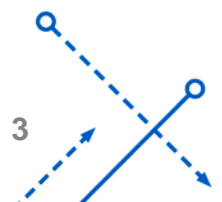
OSC	IFR	SUTRA	Dorm	Coll	Tuit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34510	34547	33000	34403	34512	

A

B

C

Accounting Copy - White OSA Copy - Yellow Confirmation Copy - Pink Departmental Copy - Gold (Detach and keep for your records)



CASH RECEIPTS TRANSMITTAL FORM

Section

A

Please Complete
All Department
Information,
Especially Name &
Email address



STATE
C.

Date: _____

Depositing
Department _____

Address _____

Transmitted By _____

Telephone _____

Email _____ @buffalo.edu

For OSA Use Only

Received by



CASH RECEIPTS TRANSMITTAL FORM

Section

B

- American Express is Now Accepted
- Check US Bills with a Counterfeit Pen

Transmittal Total _____

Total Checks # _____ \$\$ _____

Total MC/VISA _____

Total Discover _____

Total U.S. Currency & Coin _____

Total Canadian Currency & Coin _____

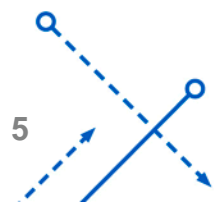
Total _____

Cash Receipt Numbers Accounted for:

_____ To _____ Void Receipts _____

_____ To _____ _____

- Yellow Confirmation Copy - Pink Departmental Copy - Gold (Det _____)



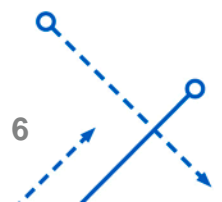
CASH RECEIPTS TRANSMITTAL FORM

Section

B

- List Canadian Cash & Coins Separately
- Attach Receipts
- Attach Credit Card Adding Machine Tape

Transmittal Total _____
 Total Checks # _____ \$\$ _____
 Total MC/VISA _____
 Total Discover _____
 Total U.S. Currency & Coin _____
 Total Canadian Currency & Coin _____
 Total Cash Receipt Numbers Accounted for: _____
 _____ To _____ Void Receipts
 _____ To _____
 - Yellow Confirmation Copy - Pink Departmental Copy - Gold (Det)



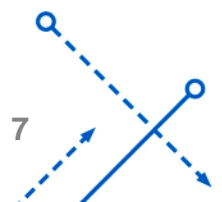
CASH RECEIPTS TRANSMITTAL FORM

Section

C

- Please Do Not Leave ANY Blanks
- Reference Number is Determined by Dept.

Reference Number	_____	_____	_____	_____	_____
Trial Balance				_____	
URAS Account	_____	_____	_____	_____	
URAS Sub	_____	_____			
IFR Account	_____	_____	_____	_____	_____
IFR Sub	_____	_____	_____	_____	
OSC	IFR	SUTRA	Dorm	Coll	Tuit
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34510	34547	33000	34403	34512



CASH RECEIPTS TRANSMITTAL FORM

Accounting Copy – White

OSA Copy – Yellow

Confirmation Copy – Pink

Departmental Copy – Gold
(Detach and keep for your records)

- Submit First Three Parts of Form with Deposit
- Pink Copy given to Department after Processing



Securely Deliver Department's IFR Deposit

- Deliver Using Locked Bag via Campus Mail
- Armored Car Transport for Large, Daily Deposits
- Deliver IFR Deposits In-Person:

1 Capen, Ground Floor Capen Hall

Student Accounts, Porter Quad, Ellicott



Importance of Securing Cash and Cash Equivalents

- Protecting your departments assets
- Protecting yourself from the appearance of impropriety
- Ensuring accurate recordkeeping
- Complying with state and federal regulations
- Evaluating financial performance

Everyone in the UB Community has the responsibility to safeguard cash and cash equivalents.



Safeguarding Cash and Cash Equivalents Policy

- Our objective is to reduce cash handling across all departments and affiliates
- Acceptance of cash and checks should be **avoided** to reduce risk and prevent the theft, loss, or misappropriation of funds
- The preferred method for receiving payments is via:
 - ePay process – Credit Card Payments
 - Collection through a student account for student-related charges
 - Electronic funds transfer (EFT)

Limiting cash handling protects YOU and UB!

Safeguarding Cash and Cash Equivalents Policy: Bank Accounts

- All cash receipts must be deposited daily into an **approved** university account.
- Independently established bank accounts are **strictly prohibited**
- Refer to the [State University of New York State Bank Accounts](#) Procedure for additional information

What is the Responsibility of the Department?

University departments that handle cash and cash equivalents are responsible for implementing strong internal controls

- Ensure staff are trained in cash and check handling procedures
- Evaluate cash/check handling procedures:
 - Restrictively endorse checks immediately upon receipt
 - Record the receipt of cash and checks in a log for tracking and reconciliation
 - Use pre-numbered receipts and provide receipts to customers
 - Store all cash/checks in a locked and secured location until deposited
 - Deposit all cash and checks **daily**
 - Account for all cash/check transactions (e.g. do not net transactions)
 - Secure cash/checks and transport between departments via **lock bags**
 - Be aware of and safeguard against the acceptance of counterfeit currency

What is the Responsibility of the Department?

- Evaluate Current Segregation of Duties
 - Separate cash and check handling duties among different individuals ensuring that no single person has control over the entire cash process
- Different individuals should:
 - Receive and record cash and checks
 - Deposit cash and checks
 - Record cash payments to receivable records
 - Reconcile cash receipts to deposits
 - Issue adjustments, credits and refunds

What can you do to help?

- Make sure all staff have read and understand the Safeguarding Cash and Cash Equivalents Policy
<http://www.buffalo.edu/administrative-services/policy1/ub-policy-lib/safeguarding-cash1.html>
- Develop and adhere to written procedures, which are essential in maintaining strong Internal Controls
- Make deposits daily to only approved university accounts.
- Eliminate handling of cash and cash equivalents whenever possible. Promote and encourage the use of EFT, ACH, student account billing, or ePay
- Take the [Safeguarding Cash and Checks Self Assessment Survey](#) to identify your department's potential risk
- Contact Financial Management for a Departmental Cash Review to assist in identifying areas of weakness and help with implementing stronger internal controls over the cash handling process

Financial Contacts

- Cash Receipts Deposits/Transmittals
Sean Gardner, 645-2621 spg1@buffalo.edu
- Deposits at 1Capen
Natalie Douglas, 645-6018 douglas@buffalo.edu
- Deposits at Student Accounts
Richard Jakubczak, 645-5754 jakubcz@buffalo.edu
- Financial Compliance and Internal Controls
Tricia Canty, 645-2639 tscanty@buffalo.edu

Any Questions ?

