



KENTUCKY STATE UNIVERSITY

Policies and Regulations

PROCEDURE TITLE:

Cash Handling

APPLIES TO:

All employees who handle cash or check receipts on behalf of KSU

ADMINISTRATIVE AUTHORITY:

Division of Finance and Administration

APPROVED BY:

President Koffi C. Akakpo

EFFECTIVE DATE:

June 23, 2025

NEXT REVIEW DATE:

June 23, 2027

PROCEDURE STATEMENT:

This procedure provides the mandatory steps for handling all cash and check receipts to ensure strong internal controls, safeguard Kentucky State University (KSU) assets, and ensure accurate financial recording. Access to cash shall be limited, and the work of one employee should serve to verify that of another to ensure errors are detected promptly.

DEFINITIONS:

Cash Receipts

All currency, coins, and checks received by KSU.

Endorsement

The act of stamping the back of a check with a "For Deposit Only" stamp to restrict its use.

PROCESS:

Initial Receipt and Endorsement

- Upon receipt, all checks must be immediately endorsed with a "For Deposit Only" stamp.
- All cash receipts (cash and checks) must be recorded in the university's accounting system.

Documentation

- All checks must be scanned for safekeeping and auditing purposes.
- All cash receipts must have supporting documentation (e.g., an invoice or receipt copy).
- Copies of checks and all supporting cash documentation must be attached to each deposit record.

Depositing Funds

- All cash receipts must be deposited into the designated KSU bank account at least once per week.
- **Exception:** If total receipts (cash and checks) exceed \$10,000, the deposit must be made within one (1) business day.

Record Retention

A copy of the deposit record, along with copies of all corresponding checks and cash documentation, must be retained by the department for reconciliation and audit purposes.

Reconciliation

At the end of each bank statement cycle, the Treasurer or another designated official will reconcile the deposit records against the official bank statement.

REFERENCES AND RELATED MATERIALS:

- KSU Cash Management Policy
- KSU Gift Acceptance Policy

CONTACTS:

Subject	Office	Telephone	E-mail
Procedure Questions	CFO/Vice President of Fin. & Admin.	(502) 597-6429	Melissa.Hicks@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	August 2024	YPTC
Substantive Revisions (Reclassified as a Procedure)	June 2025	Zach Atwell