The University of West Florida Financial Services Office
Self Audit Internal Control Questionnaire for Cash Collections and Deposits

Answers to the following questions may be obtained by interviews with individuals responsible for collecting and depositing cash.

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<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/S</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Are personnel who handle cash and prepare deposits familiar with the University’s policies and procedures regarding cash funds?</td>
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<td>2. Has each cash collection point been approved to receive cash collections and or maintain petty cash change funds?</td>
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<td>3. Are receipts issued and cash transmittal forms recorded immediately for all forms of collections received and at the earliest point of collection?</td>
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<td>4. Is other documentation maintained that support that deposit in detail?</td>
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<td>5. Is the individual responsible for collecting cash different from the person responsible for preparing the deposit?</td>
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<td>6. Are deposits transmitted in locked bank bags?</td>
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<td>7. Are all copies of voided receipt forms retained and accounted for and/or approved documented?</td>
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<td>8. Are responsibilities for monies fixed at all times? (This would include prohibiting the cash handlers from working out of the same cash drawer and requiring documentation of transfers of collections among employees.)</td>
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<td>9. Are cash drawers or cash boxes secured when the cash collection custodian leaves his/her workstation?</td>
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<td>10. If it is necessary to make a small, routine purchase, would you use a Purchasing Card or authorized petty cash rather than cash that had been collected for deposit?</td>
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<td>11. If someone needs a personal check cashed, would you refer them to an ATM or an independent financial institution rather than use departmental funds to cash the check?</td>
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*N/S- NOT SURE *N/A- NOT APPLICABLE
12. Are deposits made at least weekly or each day when funds collected exceed $50.00?

13. Are all collections required to be made payable to the proper payee, University of West Florida”, or the appropriate direct support organization party to the transaction?

14. Are all incoming checks date stamped with the date received on the face of the check upon receipt from the issuer?

15. Are all incoming checks restrictively endorsed with a stamp approved by Financial Services upon receipt from the issuer?

16. Are steps taken to ensure that departmental collections are not held over the weekend?

17. Are daily collections held in a secure manner (e.g. under lock and key) until deposited in the Cashier’s Office?

18. Are the deposits reconciled to receipts and any differences between cash collected and receipts issued identified?

19. Does the department use the UWF Central Invoicing System for any billings or invoices?

20. If gifts of cash or checks are received, are these forwarded to the Foundation for deposit?

21. Are existing change funds authorized by Financial Services?

22. Are employees prohibited from using money from the change fund for employee loans, purchases, or to cash a check?

23. If the unit has a petty cash fund, is the petty cash fund authorized with Financial Services?

24. Is the petty cash fund periodically counted by surprise by an independent employee?

25. Are employees prohibited from using money from the petty cash fund for employee loans or to cash a check?

26. Are cash collections or change funds kept separate from the petty cash fund?
27. Is the petty cash fund reconciled monthly to ensure that cash on hand plus paid receipts equal the amount of the fund? Is the Petty Cash Report and Reimbursement Requisition form sent monthly to Financial Services?

28. Are change and petty cash funds stored in a safe or equally secure location?

29. Is knowledge of safe combinations or access keys restricted to employees with a need-to-know or need-to-access, and is the combination/keys to the safe changed when there are changes to the staff that have knowledge of the safe combination or who have access to the safe keys?

30. Are cases of suspected fraud or theft brought to the attention of the Campus Police, the Financial Services office and the Office of Internal Auditing?

31. Are sales tax collected and properly remitted when appropriate?

32. If revenues are possibly subject to Unrelated Business Income Taxes (UBIT), has the Financial Services Office been notified?

33. If the department accepts credit cards for payment, is the department following Finance and Accounting Directives and Procedures on credit cards? This requires compliance with the Payment Card Industry Data Security Standards (PCIDSS). These standards address appropriate security measures to secure customer information and may be found at uwf.edu/financial/internal/creditcard.cfm

*YES - YES  NO - NO  N/S - NOT SURE  N/A - NOT APPLICABLE

SIGNATURE: ________________________________________

PRINTED NAME: _____________________________________

DEPARTMENT: ______________________________________

PHONE NUMBER: ____________________________________

DATE: _____________________________________________