

## Sample of check/cash management procedure in place

- 1. TOPS Director collects monies (checks/money orders or cash), makes sure it's payable to FAU and log-ins into spreadsheet and initials.
- 2. TOPS Director takes monies to TOPS Coordinator before end of day.
- 3. TOPS Coordinator then:
  - Makes copies of checks and cross references to TOPS Director spreadsheet and initials
  - Notates registration form with balance/full tuition received
  - Stamp checks with Bank Deposit Stamp (see Sample 2), completes departmental deposit form, bank deposit slip and bag
  - Attaches copies of checks with copy of deposit slip from book (1 copy for TOPS the other for Business Office)
  - Takes deposit to Business Office to have departmental deposit form, bank deposit slip and bag reviewed
  - Takes deposit to Cashier's Office
- 4. During camp and after camp the Business Office gives Director and Coordinator Workday reports to make sure payments are posted and completes reconciliation at the end of the camp.

Deposit 2018

				Deposit 2018								
Received	Initials of Recepient/Preparer	Funds Received	Deposit Date	Check Name	Camper(s)	Returning or New Camper	Ck#	Amount	Checked by Director	Balance	Paid	Scholarship
1/9/2018	TT	mail	1/9/2018	John Doe	John Doe Jr.		2018		EMA	\$530.00		-
1/3/2010	11	IIIaii	1/3/2010	John Boe	John Doe Jr.	Returning	2010	\$30.00	LIVIA	\$330.00		+
												+
												+
												<del> </del>
												<del> </del>
												+
												· <del> </del>
												<del> </del>
		1	1									<del>                                     </del>
		1	1									<del>                                     </del>
		1	1									<del>                                     </del>
												+
												1
												1
												1
												+
												+
												+
												+
	+	<del>                                     </del>	+			-					<del>                                     </del>	+
	+	<del>                                     </del>	+			-					<del>                                     </del>	+
	+					1						<del>                                     </del>
												<del>                                     </del>
	+					1						<del>                                     </del>
												†
												†
												†
												†
		1										<b>†</b>
		1										<b>†</b>
		1										<b>†</b>
												<b>†</b>
		1										<b>†</b>
		1										<b>†</b>
												1
	_1	1	L	<u> </u>	l .	l	1		l .			.1

						-
						<b>!</b>
						<u> </u>
						<del>                                     </del>
						<del>                                     </del>
						<del>                                     </del>
						ĺ
						<b>+</b>
						<del>                                     </del>
						<del>                                     </del>
						<del>                                     </del>
						<b>I</b>
						<del>                                     </del>
						<b></b>
						<del>                                     </del>
						<del>                                     </del>
						<b></b>
						<b></b>
						<b></b>
						<b></b>
						l
						<b>!</b>
						<b>!</b>
						1
						1