

Accounting Services Guide

Handling cash or cheques (non-student)

University funds are often received directly by various departments. It is important that these funds are deposited and accounted for accurately in the University records on a timely basis.

Receipt of Funds

- It is the responsibility of all staff in receipt of University funds, Research funds, Designated funds and Trust funds to ensure that they are held in a secure locked location prior to submission to financial services for deposit.
- Cheque details should be reviewed. Staff should ensure that cheques are:
 - Made payable to the University of Winnipeg
 - That the date is correct
 - That the cheque is signed, and
 - That the written amount and the numerical amount match.
- Post-dated cheques are to be held by the department until the date they can be cashed.
- Departments using cash registers should ensure that they are cashed out and balanced at the end of each day.
- In the absence of a cash register, individuals paying by cash should be provided with a pre-numbered receipt.

Submission to Financial Services (1Ri24)

- Cash and cheques are to be forwarded to Financial Services without delay.
- Visa, MasterCard and Debit receipts along with the Terminal day end batch report are to be forwarded to Financial Services before 11:15 am each day.
- Deposits of cash and cheques received by Financial Services before 11:15 am will be processed on the current business day.
- Deposits of cash must be hand delivered to Financial Services office at 1Ri24.
- The “Deposit to Financial Services” form (Appendix A) must accompany all receipts of cash and cheques, Visa, MasterCard and Debit card receipts (with the exception of Athletics who have a unique form). The following information is important:
 - Reference – the name of the company/individual that the funds are from. The information from this line will be condensed into approximately 30 characters for data entry into the Nav accounting system. Every effort should be made to include relevant information on this line.

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- Invoice No. – Often funds are in payment of an invoice that has been generated by the University and this invoice No. should be referenced.
- Department – your department name
- Deposited by – your name and signature
- Date – that the form is being completed
- Breakdown of deposit – listing all bills, coins, cheques , total Visa, total MasterCard, and Total Debit Card
- Account number and amount to be allocated to each account
- The original cheques, cash and receipts for cash along with copies of Visa, MasterCard, and Debit Card receipts must accompany the deposit
- A photocopy of all business cheques must accompany the deposit. They will be retained by Financial Services for future reference and audit purposes.
- The cashier will record the unique receipt number on the back of the cheque in case it is needed for future reference.
- Funds must be deposited intact, and under no circumstances are any expenditures to be made from such funds.

Accounting for Funds

- Once deposited, the cashier will return a copy of the “Deposit to Financial Services” form to the department. The completed form will include:
 - Signature of the cashier indicating that it is “certified correct”
 - The date of the deposit
 - A unique receipt number that can be traced to the USL general ledger
- Deposits are posted to the Nav general ledger daily.

NSF Cheques

- Departments are responsible for following up on and collecting for any NSF cheque that originates in their department.
- Financial Services will return the original cheque along with the banks notification of the reason it was returned to the department. The receipt number on the back of the cheque could be useful to the department to trace back to the original deposit.
- Financial services will record the transaction against the original Nav account that was used when the cheque was deposited.

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Appendix A

Link: <https://www.uwinnipeg.ca/financial-services/forms/Deposit-Form-March-29-2017.xls>