**Critical Control Points Checklist for Cash Receipts**

Place a check mark in the first column or NA if not applicable.

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|  | Collections must be recorded at the time of receipt. Use a mail log, pre-numbered receipt, or cash register.  |
|  | Collections must be restrictively endorsed (i.e, stamped) immediately upon receipt. Obtain stamp from Student Business Services Office. |
|  | Adequate separation of duties between receipt, deposit and verification functions (see table below). |
|  | Deposits must be made timely. Plan ahead by checking the [SBS website](https://sbs.umbc.edu/) for their business hours.  |
|  | There should be a timely, documented, independent verification of each deposit to ensure all receipts were deposited intact (i.e., trace the amount on the “regular deposit entry” cashier’s receipt to the department’s original cash receipt record). |
|  | There should be a monthly, documented review of PS financial reports to ensure each deposit properly credited to the department’s chart string. |

Separation of Duties in Cash Handling

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Collects/Handles Cash** | **Prepares Deposit** | **Makes Deposit** | **Reconciles Receipts to Deposit and Compares to GL** |
| Person #1 | X |  | X |  |
| Person #2 |  | X |  |  |
| Person #3 |  |  |  | X |