

Receipting and Collection of Monies Policy

Section 1 - Safe Custody and Banking of Collections

- (1) Student Administration, through its Campus Cashiers, is responsible for the receipting of money for the University on each campus.
- (2) Other collection points at "Point of Sale" may be set up with the prior approval of the Associate Director, Finance Services.
- (3) The officer in charge of each unit approved as a collection point for University monies is responsible for the safe custody of such monies until deposited into the authorised bank accounts of the University.
- (4) As a general principle, all collections must be deposited daily to University bank accounts and deposited intact except in exceptional circumstances. On no account should University monies be intermingled with personal money of staff, or applied for private purposes, even on a temporary basis.
- (5) Detailed procedures for the receipting of funds can be found in the [Finance Manual](#).

Section 2 - Cash Shortages and Surpluses

- (6) The Associate Director, Financial Control, and Director, Student Administration, are required to investigate all material losses in accordance with [Financial and Performance Management Standard 2019](#) Sections 21 and 22, and to make a written report and recommendations to the Vice-President (Finance) and Chief Financial Officer. Should such a report indicate that a loss may have been due to an offence under the Criminal Code or any other Act or law, the Vice-President (Finance) and Chief Financial Officer is required to notify the police and the Auditor-General in writing.
- (7) Where corrupt conduct by a member of the University is indicated, the Vice-President (Finance) and Chief Financial Officer is required to notify the Vice-President (Administration) and University Registrar who shall notify the Crime and Corruption Commission.
- (8) Approval to write off cash shortages is in accordance with the delegated authorities to write off assets.
- (9) The Associate Director, Finance Services ensures that all material shortages are recorded in the Record of Material Losses (Cash).

Status and Details

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Policy Owner	Tivolee Spragg Associate Director, Finance Services
Author	Tivolee Spragg Project Manager
Enquiries Contact	Tivolee Spragg Associate Director, Finance Services