Finance and Accounting Manual

Receipting and Banking Procedures

Approved by the: Chief Financial Officer on 13 December 2011
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1. Overview

1.1 Purpose

The purpose of the Receipting and Banking Procedures is to ensure that all monies are collected, receipted, recorded and banked promptly.

In applying best practice the University generally follows the New South Wales Treasurer's Directions relating to banking and disbursement of moneys received.

1.2 Coverage

This procedure applies to all University staff involved in the receipting and banking of monies collected on behalf of the University.

2. General Provisions

2.1 Safeguarding University Moneys

It is the personal responsibility of every officer involved with the collection, receipt or custody of University moneys to safeguard those moneys adequately while under their physical control. For these purposes "to safeguard adequately" includes:

(i) Officers managing cash are encouraged to plan cash collections consistent with the advice in 2.2 below and to minimise the potential for significant amounts of monies being retained on University premises, particularly overnight.

(ii) Where it is necessary to retain University monies on premises overnight or as a matter of routine, such as in the case of petty cash, responsible officers are required to use a lockable cash box that should be locked and placed in a safe, strongroom, lockable drawer or other appropriate storage unit, such as a padlocked steel cabinet, when not immediately required.

(iii) Where it is necessary to regularly retain larger cash amounts on premises (above $1,000 as a general guide) a suitable safe should be available. This may be accompanied by other security infrastructure, such as alarm systems and CCTV, as required. Safes should be purpose built and may be either key or combination lock. Safes that are insurance rated to the amount routinely secured should be used. As a guide, small wall mounted safes are generally adequate for amounts of about $1,000. Larger and more robust safes will be required for routine storage of larger amounts. Where they are designed to be anchored, they should be secured with tamper proof anchoring to permanent and robust building fixtures, such as solid brick walls, concrete floors or framing material. Keys and combinations should be managed consistent with point (ii).

(iv) The University Locksmith (Security Systems) may be contacted on ext 16826 for advice including the sourcing and installation of safes. Where significant amounts of cash are routinely collected or managed, more detailed advice about security infrastructure and support may be obtained by contacting the Manager Security Systems on ext 16826 or the General Manager Security Services on ext 14303. The Security Service will also consult with the Audit and Risk Management Unit, as appropriate to assist University organisations in achieving best practice in cash handling. Such advice shall extend to the responsibility of officers for keys to a safe or strongroom.

(v) The custodian of the safe and cash box keys should keep the key with them at all times. For absences an appropriate handover should take place, ensuring the contents of the safe or cashbox are accounted for. The University Locksmith may be contacted to alter safe combinations or to provide advice where keys are lost or effective control over keys has not been maintained.

2.2 OHS Risks and Occupational Health and Safety with Cash Handling

Occupational Health and Safety is the responsibility of all staff and management of the University of Sydney. In accordance with these guidelines:

(i) All areas handling cash and retaining the services of a Security Firm for the collections of deposits are to ensure that the Security Firm retained offers a service in compliance with the New South Wales OH&S Guidelines on Cash in Transit and the Code of Practice for the Cash-in-Transit Industry.

(ii) All areas handling cash are required to be aware of the risks such practices entail. These risks should be assessed and managed in consultation with the staff involved in accordance with the OHSRM System for the University of Sydney.

These risk assessments should be conducted with an awareness of the Workcover New South Wales' Armed Hold-ups and Cash Handling. The extract "Armed hold-ups survival rules" contained within "Armed Hold-ups and Cash Handling" should be brought to the attention of staff working in circumstances where cash handling may expose them to the risk of robbery (hold up) or other violence related to those duties.

2.3 Private Funds

(i) University staff shall not mix private moneys with University funds under their control or cash any cheque for any person out of University funds.

(ii) University staff shall not keep, or permit to be housed, any private moneys or documents in an official safe or strongroom, or lodge or permit to be lodged, private moneys in an official University bank account.

2.4 Remittances Received through the Post

(i) Where practicable, all correspondence received through the post shall be opened under supervision or in the presence of two officers assigned for the purpose and recorded in the Remittance by Post Register. The Remittance by Post Register should include the date received, drawer of cheque, details of payment, amount, initials of two officers, comments, date banked and receipt number. All payments must be recorded in the Register daily and the two officers must initial the Register.

The following accounting controls shall be complied with in order to provide effective internal control over remittances received through the post:

(a) All cheques, bank drafts and postal money orders should be marked "not negotiable", if they are not already so marked.
(b) The need to record remittances in the "Remittances by Post Register" may be dispensed with in offices where the opening of mail by one officer is unavoidable, provided that this officer is also responsible for receipting at the time of mail opening.

(ii) Where payments by mail are received for credit card remittances, all care should be taken to secure the original document containing the credit card holder's payment details. The details of the remittance shall be recorded in the Remittance by Post Register. The Remittance by Post Register shall include the date received, card holder's, details of payment, amount, initials of two officers, comments, date banked and receipt number. All payments must be recorded in the Register daily and the two officers must initial the Register. The following details should never be recorded in the register:
(a) Primary Account Number (PAN) – the credit card number
(b) Expiry Date
(c) CVV2 or any other authentication code

3. OneStop Agencies

3.1 Setting up Departments with a OneStop Cashiering System

(i) A Department/Unit requiring a OneStop Facility must forward a letter of request approved by Finance Director/Associate Director Finance to the Director, Financial Control and Treasury. Details to be provided include the name of the School/Administrative Unit, contact (cashier), direct telephone number, the banking agency number (where the Department/Unit has already been provided with one), whether the department/unit will be offering EFTPOS and a suspense account for use on occasions when General Ledger postings include errors.

(ii) When approved by the Director, Financial Control and Treasury the Order to Cash Manager prepares a letter of request addressed to the bank for the Director, Financial Control and Treasury's signature. The Order to Cash Manager advises the School/Administrative Unit and Faculty Finance Director/Associate Finance Director of the approval and that a request has been forwarded to the bank.

(iii) The Order to Cash Manager contacts the Bank to arrange set up of the Merchant Card facility. This will be an Electronic Banking Number and a store number to be attached to the University's Integrated Merchant Number. The Order to Cash Manager will at this time also contact American Express and Diners Club to organise merchant facilities with these organisations.

(iv) The merchant facilities for all card providers will be linked to the Electronic Banking Number provided by the bank. "Store" Names will be advised to American Express and Diners Club in accordance with naming conventions as advised by the Manager, Financial Systems, Strategic Financial Solutions.

(v) The Senior Revenue Analyst will consult with the department/unit to establish the required configuration of the OneStop Facility, and the configuration of any specialist transactions the department/unit may need. Changes to transactions inside the OneStop application will be the sole responsibility of Order to Cash Staff.

(vi) The Senior Revenue Analyst will draft orders for any computers, peripherals or secure ID's required to operate a OneStop Point of Sale facility, and will gain

authorisation for such orders from the Head of School/Administrative Unit or their authorised representative.

(vii) The department/unit will at all times be solely responsible for the cost of any computers, peripherals or secure ID's required to operate a OneStop Point of Sale facility.

(viii) The department/unit will ensure that all staff who operate a OneStop Point of Sale are fully trained in the application before commencing receipting using the system. The Senior Revenue Analyst will facilitate the arrangement of training and organise a personilised login and password for each staff member who will be facilitating the receipting.

3.2 Receipting

(i) Payments received by Departments/Units for invoices raised through the Accounts Receivable System must not be receipted by them, but forwarded immediately to the Cashier, except where the express permission of the Director, Financial Control and Treasury has been given for a Department/Unit to receipt these amounts using the appropriate transaction code in OneStop.

(ii) Collections for Bequests and Capital Preserved Trusts (class 2500 and 2501), Donations (class 2400 and 2401), grants by non-government organisations, individuals, foundations or overseas organisations (class range 2115 to 2117 with project RPxxx) must be sent to Advancement Services, (G02) for receipting.

(iii) All monies received for University purposes must be recorded by means of a University receipt. Monies received in foreign currency cheques may be deposited prior to receipting, with a University receipt being issued for the realised Australian Dollar value of cleared funds in the University Bank Account.

(iv) If any receipt in the OneStop Point of Sale Unit has to be voided or cancelled a short explanation of the reason for the cancellation will be written on the back of the printed receipt, and the receipt stored with documents relating to the day's trading.

(v) Where payment is received by cheque or other instrument, the receipt number shall be written on the reverse of the cheque for cross-reference purposes. Where a validation receipt printer is available to the Department/Unit the receipt number shall be imprinted on the reverse of the cheque or other instrument by the receipting device.

(vi) Duplicate receipts may be issued from OneStop Points of Sale. Duplicate receipts will clearly carry the word "Reprint" at the head or in the body of the document. Where a point of sale is not equipped with a receipt printer the duplicate receipt may be issued as a document on a local office printer Email.

(vii) Except in the case of fees for enrolment, where one person's cheque may be received in payment of any amount due by another person, the name of the drawer of such cheque shall be entered upon the receipt and the copy of the receipt.

(viii) Except where special arrangements have been agreed to, change shall not be given on a cheque except where such cheque is drawn on a banking account of the Commonwealth or State Government or is a bank cheque, provided that the accounting officer is satisfied that the person tendering the cheque is the payee and

the rightful owner of the cheque. No change will be given on a cheque of any kind where the tendering of cash is restricted by the OneStop Point of Sale.

(ix) The value of the cheque is entered at 'Amount tendered' and OneStop calculates the change given on the receipt. An acknowledgement shall be obtained for the amount of change given on the receipt recording the collection.

(x) A personal cheque cannot be cashed.

(xi) A receipt must be issued immediately to a payer.

(xii) Payers should be advised to make cheques payable to the University of Sydney.

(xiii) All cheques, bank drafts and postal money orders received shall be crossed "not negotiable" as soon as received.

(xiv) Receipts shall not be mailed to a payer except where:
- Payers request a receipt;
- Management considers it necessary that a payer be provided with a receipt.
- There is provision for an email address for the OneStop Point of Sale to send the receipt by email.

(xv) Further clarification of processes shall be obtained from the Senior Revenue Analyst

3.3 Integrated EFTPOS Operations

(i) When accepting a payment using the integrated EFTPOS functionality in OneStop:-
- Enter the transaction in the usual way, collecting all mandatory details, and totalling the transaction when complete.
- Check the integrated PinPad screen to ensure it has a display
- DO NOT enter the amount to be paid; simply choose the EFTPOS Function key.
- A new dialogue box will appear. Follow its prompts CAREFULLY.
- Swipe or insert the customer's card in the machine.
- Allow the cardholder to select the type of account to be debited and key in the PIN when required.
- Where the account type is "Credit" insert an A5 slip into the Receipt printer for the signature authentication form or this will be printed by the receipt printer.
- Obtain signature of credit card holder on the printout and verify the signature by reference to the signature on the back of the credit card.
- Retain the signature slip and return the credit card and the receipt.
- A signed letter of authority or a pre-approved application form may be accepted where the cardholder is not able to physically present a card and shall be attached to the printed signature slip.

(ii) Refunds and Voids:-
- A refund shall only be processed by a person who has been given specific authority to do so by the Director, Financial Control and Treasury.
- Refunds are only to be processed in OneStop for the full value of a receipt issued from OneStop, and paid by Credit Card. Refunds are only to be processed locally on the day of the transaction with written authority or

approval by a delegated officer in accordance with part 6.9.2 of the Delegations of Authority – Administrative Functions.

- The original receipt is processed as a refund in OneStop in the method that has been outlined in OneStop training and user manuals.
- DO NOT enter the amount to be paid; simply choose the EFTPOS Function key.
- A new dialogue box will appear. Follow its prompts CAREFULLY.
- Swipe or insert the customer's card in the machine or key in the card number.
- Allow the cardholder to select the type of account to be Credited and key in the PIN when required, or select the account type.
- Where the account type is "Credit" insert an A5 slip into the Receipt Printer or this will be printed by the receipt printer for the signature authentication form
- Obtain signature of credit card holder on the printout and verify the signature by reference to the signature on the back of the credit card.
- Retain the signature slip and return the credit card and the receipt.
- Where an EFTPOS transaction has been approved a transaction shall not be voided.
- Further details on the processing of integrated EFTPOS transactions are available from the Senior Revenue Analyst.

3.4 End of Day Operations

At the cessation of trading for the day the Cashier at the Department/Unit shall perform an end of day process for the OneStop Point of Sale terminals that were used.

The steps to be taken are as follows:

(i) The operator will run an Audit Tape and an EFTPOS Explorer cut over enquiry for the integrated EFTPOS unit.

(ii) The operator will balance the value of the various tender types to the Audit Tape.

(iii) Where there are any discrepancies between the Audit Tape and the tenders on hand, the Operator will make the necessary corrections.

(iv) When the Audit Tape and the tender types on hand balance the operator will run an End of Day Tape.

(v) When all OneStop Points of Sale for the Department/Unit have completed their End of Day Tapes the Central End of Day Report is run.

(vi) Using the Central End of Day Report bank deposits are generated.

(vii) The Central End of Day Reports, Audit Tape and End of Day Tape and any voided transaction receipts will be filed and stored in chronological order for the purposes of audit.

3.5 Banking of Collections

Banking of collections must occur DAILY using bank deposit forms provided by the bank which include the Banking Agency Number for the Department/Unit. However if the daily takings are less than $500 then they should be banked within 5 days of collection. The deposit should be checked by an independent officer and both officers should sign and date the deposit forms.

3.6 Dishonoured Cheques and Rejected Merchant Card Transactions

(i) The Bank Reconciliation Officer, Financial Control and Treasury receives advice from the bank that a cheque or merchant card transaction has been dishonoured / rejected and advises the University Cashier.

(ii) The University Cashier will refer to the back of the dishonoured cheque (if available) for a receipt number, Campus Number and POS Number. The Cashier will use this information to confirm the receipt using the OneStop Transaction Enquiry facility. From the receipt information the Department/Unit will be able to be identified. For merchant card transactions the University Cashier checks for the Store Name and matches this to the Store Number of the Department/Unit.

(iii) The University Cashier will process a reversal of the original receipt in the OneStop Point of Sale system, with a tender definition of "Banked". The Reason Code for the reversal will be given as "DISCHQ" and note will be made of the date the bank dishonoured the payment. The Cashier will then contact the Departmental officer responsible for the original receipt.

(iv) Where the original payment was for a Student Enrolment Payment (Fees) or a payment of a Sundry Debtor Invoice, the collection of the dishonoured instrument or card transaction will be the responsibility of Order to Cash, Financial Control and Treasury. In the instance of dishonoured transactions for all other transaction types, it is the Departments' responsibility to obtain a fresh remittance. The Department/Unit or Order to Cash should communicate immediately with the drawer of the cheque or the dishonoured merchant card with a view to correcting the irregularity or to obtaining a fresh remittance. Such fresh remittance should be either cash or bank cheque in lieu of the dishonoured cheque. A further credit card transaction may be accepted for a dishonoured credit card.

(v) Moneys collected shall be receipted in the OneStop Point of Sale system in the same way as the original remittance.

(vi) Should the amount not be recovered, the amount of the dishonour plus bank charges shall be subject to recovery action as defined for the recovery of University debts through the Debtors system.

(vii) Where a OneStop agent's deposit has been adjusted by the bank the University Cashier shall identify the receipt number of the adjusted item (for debit adjustments) from the bank's advice. The Cashier will then pass these details to the Department/Unit to reverse the original receipt in the OneStop Point of Sale system, with a tender definition of "Banked". The Reason Code for the reversal will be given as "CORRECTION".

Note: If the adjustment is for part of an original receipt, the adjustment must be entered in OneStop as a refund for debit adjustments or a new receipt entered for a credit adjustment.

3.7 GST

GST is calculated by the Receipting System unless overridden by the Cashier at the time of receipting. The Department/Unit should nominate a GST Status Code on documentation for all "Miscellaneous" transactions.

The following is a list of tax codes to be used:

GST Status Code	*VAT Transaction Types*
FREE	GST Free
SALE	GST Taxable
EXCL	Out of Scope
XP	Export Sales

The responsibility centre will be credited with the income net of GST, and the GST credited to account 1350 A0001 00000 (GST Liability account). The Receipting System accepts credit entries and debit entries provided the net total of the receipt is a credit. It is the Department's/Unit's responsibility to indicate the correct GST tax code so that the GST amount can be shown on the tax receipt. The GST amount must be shown on a tax invoice or the invoice must indicate GST is inclusive for a taxable supply.

Receipts must not be issued to payers of Recipient Created Tax Invoice agreements.

4. Non OneStop Agencies

4.1 Cash Registers and Other Machines for Recording Receipts

(i) Where a cash register is to be acquired / replaced, the School/Administrative Unit shall refer to Section 3.1 of this Document to arrange for the acquisition of OneStop receipting facilities.

(ii) A book (or record performing the same function) shall be kept to record the daily machine totals and shall be signed by the department / unit Cashier. The book shall be checked by an independent officer against the machine totals and the actual moneys received, and countersigned (or the duplicate of the bank deposit slip received by the bank shall be verified).

(iii) Each cancelled receipt shall be noted in the book and the reason for the cancellation and reference to the correct receipt, if any, shall be inserted. Such notation shall be signed by the department / unit Cashier and the independent officer.

(iv) All cancelled receipts shall be held for inspection by officers of The Audit Office of NSW and Audit and Risk Management Office.

(v) Any variations in totals arising from the electronic/mechanical adjustment(s) of any cash register shall be certified in writing by the maintenance firm responsible.

4.2 Receipting

(i) Only departments who have approval to collect moneys, or the University Cashier can issue receipts. Payments received by Departments/Units for invoices raised through the Accounts Receivable System must not be receipted by them but forwarded immediately to the Cashier for receipting through the Accounts Receivable System.

Collections for Bequests and Capital Preserved Trusts (class 2500 and 2501) and Donations (class 2400 and 2401), grants by non-government organisations, individuals, foundations or overseas organisations (class range 2115 to 2117 with project RPxxx) must be sent to Advancement Services, (G12) for receipting.

(ii) All amounts received for University purposes must be recorded by means of a University receipt.

(iii) All receipts shall be drawn upon official forms provided for that purpose and, except where issued by a cash register or other mechanical or electronic means, shall be typewritten or written in ink and shall be signed by an officer of the University.

(iv) A receipt drawn in error shall be cancelled and securely attached to its butt or carbon copy. A short explanation shall be endorsed on each cancelled receipt and include the number of any receipt issued in lieu.

(v) Official receipt forms shall not be used for any purpose other than the original acknowledgment of the receipt of moneys.

(vi) Where payment is received by cheque the receipt number shall be written on the reverse of the cheque for reference purposes.

(vii) Duplicate receipts shall not be issued. A letter may be issued, if necessary, giving details of the original receipt.

(viii) Except in the case of fees for enrolment, where one person's cheque may be received in payment of any amount due by another person, the name of the drawer of such cheque shall be entered upon the receipt and the copy of the receipt.

(ix) Except where special arrangements have been agreed to, change shall not be given on a cheque except where such cheque is drawn on a banking account of the Commonwealth or State Government or is a bank cheque, provided that the accounting officer is satisfied that the person tendering the cheque is the payee and the rightful owner of the cheque.

An acknowledgement shall be obtained for the amount of change given on the carbon copy or butt of the receipt recording the collection.

A cheque cannot be cashed.

(x) Stocks of receipt books shall be kept under lock and key by an officer who has custody and all receipt books issued must be recorded and signed for in a Register of Accountable Forms.

(xi) A receipt must be issued immediately to a payer.

(xii) Payers should be advised to make cheques payable to the University of Sydney.

(xiii) All cheques, bank drafts and postal money orders received shall be crossed "not negotiable" as soon as received.

(xiv) A running total of collections shall be entered at the foot of each page of the receipt book and when collections are banked, or taken to the University Cashier for banking, the receipt book must be ruled off and totalled. If the collections are banked directly, a reference to the bank deposit shall be entered. If the collections are transmitted to the University Cashier for banking the Cashiers covering receipt should be posted opposite the total for that banking.

(xv) Departments/Units must retain completed receipt books in accordance with the University's records retention policy.

4.3 Issue of Receipts

(i) Receipts shall not be mailed to a payer except where:

- Payers request a receipt;
- Management considers it necessary that a payer be provided with a receipt.

(ii) Payers should be advised upon the invoice/billing form that for reasons of economy, a receipt would not be forwarded unless requested.

(iii) Receipts shall be provided for over the counter payments and should include details of the method of payment (eg. Cash, cheque, credit card).

(iv) Where manual receipting procedures are in use, the following internal control measures against misuse of original receipt forms not dispatched should be observed:

(a) Deface at frequent intervals, daily if possible, original receipt forms; or
(b) Paste or staple original receipts to duplicates and retain both copies in the receipt book.

4.4 Electronic Credit Card/EFTPOS Machine

(i) This facility provides online access and therefore reduces processing time. Terminals are provided by the bank and come with a sticker displaying the merchant number and terminal number. The sticker also indicates a pre-printed NAB Helpdesk Number.

(ii) To operate the machine:-

- Check the display to see that the machine is ready.
- Swipe the credit card in the machine.
- Key in the amount.
- Allow the cardholder to select the type of account to be debited (normally credit) and key in the PIN when required. A printout (in duplicate) will be produced.
- Obtain signature of credit card holder on the printout and verify the signature by reference to the signature on the back of the credit card.
- Retain original copy of printout and return the credit card and the copy of the printout to the credit card holder.
- Write an identifying number (eg receipt number) on the credit card printout retained.

(iii) To process Refunds:-

- Press the REFUND button on the machine.
- Key in the PASSWORD when requested.
- A TRACE NUMBER will then be required. The Trace Number is on the original transaction/receipt.
- Key in the Credit Card Number. The credit card number is on the original transaction/receipt.
- The machine indicates a refund amount, which is the amount on the original transaction/receipt. Check and verify amount.
- Press OK.
- Write an identifying number (eg receipt number) on the credit card printout retained.

(iv) Banking of Electronic Credit Card Payments

(a) The machine must be closed off/settled at the end of each business day. If this occurs prior to NAB settlement the bank will credit the University account for the collections/transactions on the same day.

(b) The operation for close off each day is:-

- Press the COUNT button.
- The balancing amount for the day is displayed. Check to ensure this is equal to the transactions processed for the day.
- Press YES/ENTER.
- A combined total includes MASTERCARD, VISA and BANKCARD. AMEX and DINERS will be listed separately.
- To settle the days credit card takings press the BANK button.
- The screen will display a question SETTLE WITH NAB? Press the YES button.
- A copy of the day's takings is kept so it is not necessary to print transactions. Press NO button.
- Wait for APPROVAL.
- If there have been AMEX transactions, press the YES button to settle AMEX, otherwise press NO.
- If there have been DINERS transactions, press the YES button to settle DINERS, otherwise press NO.

4.5 Manual Credit Card Processing

(i) Where credit card details are received by mail on pre-approved application forms or over the phone, details must be either entered into electronic credit card machines or entered manually on the 'Bankcard/Mastercard Visa Order Summary' form.

(ii) Payment Card Industry Data Security Standards guidelines state credit card details and approved written forms are to be securely stored at all times. Access to these records must be monitored, and secure destruction of these records must be conducted after 18 months.

(iii) Banking of Manual Credit Card Payments

(a) Enter details of all manual credit card vouchers on the pre-printed 'Bankcard/Mastercard/Visa Order Summary' form. These forms are available from the bank.

(b) Attach all bank copies of vouchers to the 'Bankcard/Mastercard/Visa Order Summary' form and place in the special 'Merchant Summary Envelope' provided by (and available) from the bank.

(c) Take the 'Merchant Summary Envelope' to the bank with the daily banking.

4.6 Unidentifiable and Surplus Remittances

All unidentifiable and surplus remittances shall be credited to a suspense account and action taken by the person responsible to identify what the remittance relates to. Once identified the remittance should be either transferred by journal entry to the correct University account, refunded to the payer.

4.7 Banking of Collections by Agency Deposits

(i) Banking must be performed daily using Agent bank deposit forms required by the bank. If the daily takings are less than $500 then they should be banked within 5

days of collection. The deposit should be checked by an independent officer and both officers should sign and date the deposit forms.

(ii) At the time of completing the bank deposit, Direct Deposit forms must be completed by the Department/Unit and forwarded immediately to the University Cashier either by Fax or hand delivered. Direct Deposit Forms are used by School/Administrative Unit to advise the University Cashier of the banking performed. It contains details of the Agent Number and the account codes to which the income is to be receipted.

Separate Direct Deposit forms for deposits are required for:-

- Cash/Cheque/Money Order and paper (manual) merchant deposits
- Credit Cards (Mastercard/Visa/EFTPOS) processed through an electronic merchant terminal
- AMEX Credit Card
- DINERS Credit Card
- EFT – Electronic Funds Transfer. The University requires the payer to provide a remittance advice by email finance.remit@sydney.edu.au or fax (02) 8627-8640, on the day of their transfer, to the Cashier. Details of the University's bank account details and the procedures for EFT remittances can be obtained from the Cashier.

Note: Show separate lines for credit card refunds on Direct Deposit forms.

(iii) If Direct Deposit Forms are not received by the University Cashier within a day of the deposit being lodged at the bank, the University Cashier will receipt the deposit to a nominated suspense account and advise the Department of this action. It will then be the Department's responsibility to reconcile and clear the suspense account by journal by crediting the appropriate revenue class codes and debiting the suspense account.

(iv) Departments/Units using the "AIMS" cash receipting system which is integrated to the PeopleSoft general ledger should complete the Deposit/Receipt – Advancement Services form and send with payment to Advancement Services, Development and Alumni Systems and Services.

(v) Under current arrangements the University Cashier is responsible for centralised receipting as well as entry of the direct deposit details from the Direct Deposit Forms into the University's receipting system and subsequent update into the General Ledger.

(vi) University staff should complete the Deposit/Receipt – Cashiers Office form for any receipts through the University Cashier.

4.8 Credit Card Refunds

Refunds of credit card payments should be made through the EFTPOS credit card terminal and to the original credit card number within 12 months Any refunds exceeding 12 months will be paid via Accounts Payable. Refunds made through the EFTPOS terminal must be supported by appropriate documentation and authorised. Separate Direct Deposit forms must be completed for each day a refund is processed and forwarded to the University Cashier.

4.9 Dishonoured Cheques and Rejected Merchant Card Transactions

(i) The Bank Reconciliation Officer, Financial Control and Treasury receives advice from the bank that a cheque or merchant card transaction has been dishonoured or rejected and advises the University Cashier.

(ii) The University Cashier shall check the back of the dishonoured cheque (if available) for a receipt number, check the Bank's advice slip for the date of the deposit and the deposit total and the bank statement for that day to determine the agent number for the deposit in question. For merchant card transactions the University Cashier checks for the Department identification.

(iii) The University Cashier contacts the Departmental officer responsible for the agency number and provides the details of the dishonoured cheque or merchant card transaction and obtains from the department the account code to which the transaction was originally credited.

(iv) The University Cashier then writes the account code on the bank dishonour advice and makes a photocopy. The original is sent to the Department, and a copy is filed by the University Cashier. A copy is kept by the Bank Reconciliation Officer, Financial Control and Treasury.

(v) The University Cashier processes a refund receipt to the account to which the funds were originally credited.

(vi) It is the Department's responsibility to obtain a fresh remittance. The Department/Unit should communicate immediately with the drawer of the cheque or the dishonoured merchant card with a view to the correction of the irregularity or to obtaining a fresh remittance. Such fresh remittance should be either cash or bank cheque in lieu of the dishonoured cheque. A further credit card transaction may be accepted for a dishonoured credit card.

(vii) Moneys so collected shall be lodged to the credit of the account to which the dishonour was debited by means of a deposit separate from the normal bank lodgement. A further receipt shall not be prepared for the amount so received.

(viii) Should the amount not be recovered, the amount of the dishonour plus bank charges shall be subject to recovery action as defined for the recovery of University debts through the Debtors system.

4.10 Closing Merchant Card Facilities

(i) Finance Director/Associate Director Finance must forward a letter to the Director, Financial Control and Treasury advising of the closure of the Merchant Card Facility and the reason. The University Cashier will notify the bank.

(ii) School/Administrative Unit with manual swipe machines must return these to the University Cashier. The Cashier will return this machine to the bank.

4.11 GST

GST is calculated by the Receipting System based on GST codes indicated on the Direct Deposit form and Deposit/Receipt Cashiers Office form which must be used by Departments/Units for income received.

Receipts must not be issued to payers of Recipient Created Tax Invoice agreements.
The following is a list of tax codes to be used. These codes are shown on the deposit forms:

GST Status Code	*VAT Transaction Types*
FREE	GST Free
SALE	GST Taxable
EXCL	Out of Scope
XP	Export

The responsibility centre will be credited with the income net of GST, and the GST credited to account 1350 A0001 00000 (GST Liability account). The Receipting System accepts credit entries and debit entries provided the net total of the receipt is a credit. It is the Department's/Unit's responsibility to indicate the correct GST tax code so that the GST amount can be shown on the tax receipt. The GST amount must be shown on a tax invoice or the invoice must indicate GST is inclusive for a taxable supply.

5. Internal Controls

5.1 Responsibilities/Accountability

Officers	*Responsibilities*
University staff who are involved in receipting or banking at a OneStop Location	• Responsible for receipting of funds • Responsible for Balancing OneStop POS Terminal daily. • Responsible for running end of day process on OneStop POS Terminal on the day receipted. • Responsible for the preparation and banking of Bank Deposits. • Responsible for clearing the suspense account for unidentified receipts.
University staff who are involved in receipting or banking at a non-OneStop Location	• Responsible for receipting and banking and preparation of Direct Deposit details and transmission to University Cashier. • Responsible for providing correct account code to clear the suspense account for unidentified receipts.
Advancement Services staff who are involved in receipting or banking	• Responsible for receipting and banking of all bequests, capital preserved trust funds, donations. • Responsible for reconciliation and clearing of suspense account for unidentified receipts in the nature of bequests, donations and gifts.
Supervisors with receipting or banking facilities	• Responsible for seeking approval to become a receipting area.
University Cashier	• Responsible for centralised receipting and banking, entry of direct deposit details into receipting system, identification of ownership of dishonours and advising departments/units.
Bank Reconciliation Officer, Financial Control and Treasury Unit	• Responsible for advising the University Cashier when a dishonour notice is received from the Bank.
Director, Financial Control and Treasury	• Responsible for approving applications for Departments/Units to become a receipting area

6. Internal Controls

6.1 Resources and Web-links

(i) Training Materials

(ii) References

- Delegations of Authority – Administrative Functions
  sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2011/72&RendNum=0
- Finance and Accounting Manual
  sydney.edu.au/finance/about/manual.shtml
- New South Wales Treasurer's Directions
  www.treasury.nsw.gov.au/__data/assets/pdf_file/0007/6559/treasurer_directions.pdf

(iii) Forms

- Deposit/Receipt – Advancement Services
  sydney.edu.au/finance/docs/depositreceipt_advancement.xls
- Deposit/Receipt – Cashiers Office
  sydney.edu.au/finance/docs/depositreceipt_cashier.xls
- Direct Deposit
  sydney.edu.au/finance/docs/directdeposit_form.xls

6.2 University procedures superseded or replaced by this procedure:

(i) Finance and Accounting Manual

Receipting and Banking Procedures: 10 December 2010

7. Contact and Review

7.1 Contact

Unit:	Financial Control & Treasury
Phone:	9351 – 3422
Fax:	9114 – 0556

7.2 Review

The Chief Financial Officer will approve changes to financial procedures and guidelines and will co-ordinate changes to financial policy, with the Vice-Chancellor delegated to approve University financial and infrastructure policy.

Amendments to forms, schedules and weblinks will be processed by Financial Services.

Amendments to the Finance and Accounting Manual procedures and forms are listed on the Financial Services website under:-

- FAM Amendments
- Amendments to Forms

Please forward suggestions and comments on the Finance and Accounting Manual via the Feedback Form.