

MISCELLANEOUS CASH HANDLING AND PETTY CASH QUESTIONNAIRE (MCQ)

Interviewee/ Title:

Name of Audited Unit:

Completed By/ Title:

Date:

A. Miscellaneous Cash Sources

1. What type of activities does the department collect money or handle cash for (for example, sale of lecture notes, personal use reimbursements, key deposits, etc)?
 - a. Does the department do eBusiness? If so:
 - 1) Is the department working with the campus cashier's office to ensure compliance with Payment Card Industry requirements?
2. What is done with the money collected (**X** after all that apply, or specify other)
N/A - no money is collected in the department
Used for miscellaneous purchases
Used to replenish petty cash fund
Deposited to UC account
Deposited to departmental checking account
Other:
3. What is the average monthly amount of deposits for the past six months, and how often are the deposits being made?
4. Please answer the following questions about the collections receipt process:
 - a) Who receives the collections?
 - b) Is there a log of all receipts?
 - c) Are pre-numbered receipts issued for all collections?
 - d) Who enters the the miscellaneous receipt information into the Cashiering Deposit System (CDS)?
 - e) Who physically takes the deposit to the campus Cashier's office?
 - f) How does the department ensure that all collections are deposited and recorded correctly on the general ledger?
 - g) Who is responsible for reconciling the deposits to the general ledger?
 - h) With regard to gifts, is the general ledger report of gifts in suspense being regularly reviewed and followed up on as necessary?

B. Petty Cash

1. Does the department have a petty cash fund?
2. What is the amount of the cash fund, and who has physical control of the fund?
3. Does the amount of the fund on hand plus receipts equal the authorized petty cash fund amount?
4. Is the petty cash fund authorized by the University Cashier? If no, how was it established?
5. What is the authorized use of the petty cash fund?
 - a. Is the use of the petty cash fund consistent with the authorized purpose?
 - b. How is the petty cash fund replenished (**X** applicable, or specify other)
BFS Miscellaneous Purchase Order
From miscellaneous cash sources
Other
 - c. Who is the approver of BFS Miscellaneous Purchase Orders for petty cash replenishment?
 - 1) Is the above person neither the fund custodian nor an employee reporting to the fund custodian?
 - 2) Does the fund custodian have electronic funds transfer from Disbursements?

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6. If replenishments to the fund are made using a BFS Miscellaneous Purchase Order, how frequently is replenishment requested?
 - a. Are purchase receipts collected for all petty cash disbursements?
7. Do the receipts substantiate the disbursements? (Receipts should include date, vendor name, amount, validated cash register receipt or vendor's handwritten receipt, description of goods, and signature of purchaser.)
8. Are any food and drink (entertainment) expenses paid by a petty cash fund processed (to replenish the fund) using a BFS Entertainment Purchase Order, in accordance with BFS procedures?
9. Does the signature-approver of BFS Entertainment Purchase Orders have any formal BFS role (preparer, reviewer, or approver) with regard to such Purchase Orders?
10. How is the petty cash fund maintained (X as applicable, or specify other)
 - In a checking account
 - In currency
 - Other
11. Where is the petty cash fund stored and who has access to it?

C. Security

1. Where are cash and checks stored when not being processed?
2. Who has physical access to the cash funds?
3. Are checks that are received made payable to "The Regents of the University of California" of "UC Regents"?
4. If the department has a "For Deposit Only" endorsement stamp, how soon after receipt are checks typically stamped?