

2.17

## **CASHIERS**

**Policy Number: 015A/06/04**

**Scope: The policy determines the handling of deposits at the cashiers and stipulates the functions of the cashiers.**

**Policy:**

### **CHECKING AND HANDLING DAILY CASHIER DEPOSITS**

PR1 = The person responsible for counting the money and checking the cashiers' totals

PR2 = The person responsible (Student Fees) who keeps the second key to the safe

PR1 checks the correctness of cash, cheques and bank deposit slips, i.e. FKT checks must correspond to actual cash, cheques, credit card total as printed (banking slip) and bank deposit slips. The summaries of the cashier's total are signed by the cashier and PR1 (all copies in deposit book). The relevant person then takes responsibility for the deposits.

PR1 checks the correctness of the cashiers' advance and signs the suggested form for the advance, surpluses and shortfalls.

Surpluses and Shortfalls:

These are recorded on the suggested form for the advance, surpluses and shortfalls. This form must be filled in daily and be signed by the cashier and PR1. The completed form will be checked regularly by the Head: Funds and Assets Control. At month end, the form is sent to the Division: Funds and Assets Control for filing.

Surpluses – Make out a receipt on B001 8608, with the necessary references.

Cash, cheques and postal orders, together with the bank deposit slip and printed list of cheques, are sealed on the day of receipt in bags supplied by the bank and in the presence of the cashier, and are then placed in the SU safe (keys in the possession of PR1 and PR2).

Bank deposit slips, credit card slips and the (cash) advance are placed separately in the SU safe.

PR1 and PR2 unlock the safe on the subsequent day and hand the sealed deposit bag to an official of Standard Bank.

### **FUNCTIONS OF THE CASHIERS**

#### **Correctness of cheques**

- Check the correctness of the date on the cheque
- Check that the cheque is signed
- Check the correctness of details concerning the beneficiary – note the crossing on cheques
- Check that words and figures match

#### **Credit card payments**

- Do a daily banking
- Copies of credit card slips to Funds and Assets Control and original is filed at the cashier
- Write the number of the receipt on the slip as a reference

**Contact Division:**

Student Fees