



LOS ANGELES COMMUNITY COLLEGE DISTRICT

## Business Office & Accounting Policies and Procedures Manual



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## **PREFACE**

This procedures manual has been prepared to assist campus personnel with the preparation and management of documents, requests, and procedures that are handled in the Accounting and Business Offices. Information is provided for the most common transactions, and frequently used forms are also included for reference. Careful attention and adherence to these procedures will enhance internal controls and reduce the amount of time required to process requests and complete transactions.

This manual will be revised regularly as procedures change or topics are added and deleted. If more detail is needed on a particular Business Office topic, it is recommended that the CFA / Business Office Group be consulted. The District Accounting Office may also serve as a source of additional information.

## CODE OF ETHICS

Per Board Rules (Chapter 1, Article II, Page 7) District employees shall adhere to the following ethical standards:

- (a) Exercise due diligence in the ethical performance of his or her duties and model ethically responsible behavior at all times
- (b) Facilitate a climate of trust and mutual support through actions that demonstrate respect for reason, freedom of expression, and the right to dissent. Avoid knowingly making false or malicious statements about other employees or students
- (c) Use care and integrity in sharing information, guard privacy rights of all individuals, and avoid disclosing information about colleagues or students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
- (d) Avoid entering into or continuing relationships with other employees or students that create or sustain conflicts of interest, such as those that may be viewed as harassment, unequal power relationships, or those of a sexual nature
- (e) Avoid entering into or continuing relationships that create or sustain conflicts of interest as they relate to contractual obligations for and with the District and its colleges and which may lead to personal gain

## **CASH MANAGEMENT PROCEDURES**

### Cash Collections

Although the ultimate responsibility for cash management of the college lies with the President, the operational responsibility for cash collections, deposits, maintenance of proper records and the timely preparation of cash collection reports to the District Offices lies with the College Financial Administrator (CFA) or designee.

It is also the responsibility of the CFA or his/her designee to ensure that complete accounting records are maintained for audit purposes and that proper controls are in place for the safeguarding of District funds. All cash, checks and credit card slips shall be received in the Business Office except for Bookstore, Cafeteria, and other receipts authorized by the CFA to be collected at other campus locations.

To ensure that a proper accounting of District funds occurs, all collections of cash on a campus must be deposited with the campus Business Office on the day collected or no later than the morning of the subsequent business day. Collections received in the Business Office shall be deposited to the appropriate bank account on the following business day after being received.

Cash collections include, but are not limited to:

- Enrollment fees
- Tuition fees
- Material fees - (Community Services)
- Non-resident tuition
- Fees assessed under Civic Center Act
- Parking fees
- Library fines
- Deposits for District property loaned to students
- Production account income (Instructional)
- Community Services income
- All ASO income (Including ASO Club income)
- Transcript fees
- Drop fees
- Audit fees
- Bookstore collections
- Cafeteria collections
- Child Development Center fees
- Employee Collections (Retirement parties, etc)
- Other

1. A receipt must be issued at the point of initial collection for all cash received.

- a. Cash registers shall be used for all over-the-counter collections. Collections should be keyed into the register and each customer is to be provided with a register receipt. (See Education Code sections 72600 and 76065).
  - b. If a cash register is not available, pre-numbered cash receipt forms should be used. The cash receipt form should include: the date received, customer's name, description of receipt, amount received, account(s) credited and payment type (cash, check or credit card). One copy must be given to the customer and the second copy maintained in a file. Photocopies of checks over \$500 shall be made and filed with the cash receipt form along with any other relevant supporting documentation, (i.e., memos, remittance advices, etc.) If photocopying is not possible, then the payee's bank, account number, and check number shall also be recorded. The file must account for the entire sequence of form numbers and shall be maintained in the Business Office.
  - c. Community Services class fees shall be collected in the Business Office unless alternate arrangements are made by the responsible administrator, the CFA, and the VP of Administrative Services. Regardless of the place of collection, proper internal cash controls must be kept intact and are the responsibility of the CFA or designee.
  - d. For Community Services fees received for the use of facilities such as tennis courts or swimming pools, a pre-numbered ticket may be issued, or a list of users may be prepared each day. For Community Service classes the amount received from each student will be listed. These amounts can be recorded on attendance sheets.
  - e. For collections received in the mail, a schedule must be prepared. The schedule shall record the date received, payee, purpose, amount and account(s) to be credited. If the check is over \$500, it shall be photocopied, or the payer's bank, account number, and check number will be recorded on the schedule. All remittances received in the mail should be delivered directly to the Business Office for deposit.
2. During periods of heavy volume, it is recommended that cash collected outside the Business Office be delivered to the Business Office at least twice a day.
- a. Excess cash is to be removed from the cash register(s) periodically. Each cashier shall count and remit to his/her manager any large bills not needed to provide change to customers. The manager shall give the cashier a receipt recording the date, time, register, cashier, and amount received. This receipt is to be placed in the cash register drawer. At the end of each day or when a cashier's shift is over, the procedures outlined in Section 4a are to be followed.
  - b. During these times it is recommended that the Business Office make at least two deposits.



3. The Business Office shall deposit cash collections on a daily basis. Deposits should be made within 24 hours of collection or by the next business day.
  - a. All money received directly by the Business Office shall be counted and batched each day and prepared for deposit.
  - b. Money collected outside the Business Office shall be recounted by the Business Office in the presence of the person making the deposit. A receipt is to be issued upon completion of the count. If there is a discrepancy between the amount counted and the transmittal, the discrepancy must be resolved before money is deposited. The deposit must always be for the actual dollar amount received, and any missing funds must be accounted for.

Upon the approval of the CFA and the VP of Administrative Services, certain collections such as those made by the Bookstore and Cafeteria do not have to be recounted and re-verified by the Business Office personnel if the funds have been properly counted, verified, and sealed by authorized staff. In this case, the Business Office shall still issue a receipt to the remitter for any funds received.
  - c. All checks received indirectly or directly by the Business Office are to be stamped "For Deposit Only" to the appropriate Los Angeles Community College District account.
  - d. The Business Office shall use the services of an armored delivery service for all deposits. Funds held overnight on campus shall be minimized through frequent bank deposits.
4. Collections made outside the Business Office must be deposited daily with the Business Office. These collections include but are not limited to the Bookstore, Cafeteria and other authorized collections.
  - a. A cashier shall start his/her shift with a new cash drawer with a predetermined amount of money in it. At the end of each day or when a cashier's shift is over, cash register readings (Z Reports) shall be printed and the collections in each register counted. Each cashier is accountable for the money collected during the period of time he/she worked on the register. Therefore, cash register readings should be recorded and the collections counted by each cashier after his/her shift is over. All cash collections must be reconciled to the cash register receipts at the end of his/her shift. A unit supervisor must be notified of any cash overages or shortages. A cash shortage or overage log must be maintained by unit supervisors indicating date, name of cashier, amount, and reason for any shortages or overages. The total collections will then be sent to the Business Office along with a transmittal indicating the amount of collections counted and remitted.

- b. For other collections such as Community Service fees, Library fines, etc., a transmittal must be prepared indicating the amount of collections counted and remitted. For Community Services classes, a copy of the attendance sheet indicating the students who have paid must be submitted. For fees received for the use of facilities (swimming pool, tennis court, etc.) where pre-numbered tickets are issued, the number of tickets issued on that day and the last ticket number issued must be indicated. The amount of money actually remitted must be compared with the amount of income that should have been collected according to the attendance sheets and tickets, and any discrepancies shall be reconciled.

### Cash Reconciliation

At the end of each month, cash on hand shall be reconciled by comparing a physical count done on the Change Fund Count Sheet with the change fund general ledger account.

All month-end reconciliation reports shall be forwarded to the CFA no later than the end of the second week for the previous month and on a quarterly basis to management. Any discrepancies shall be immediately reported to the Vice President or his/her designee with recommended corrective action.

### Money Room / Vault

Only the CFA and other assigned Business Office employees as designated by the CFA are to enter into the Money Room or Vault area. It is recommended that a log sheet be maintained of everyone who enters the Money Room or Vault area other than the assigned money room cashier. The log shall provide the name of the individual, the individual's signature, date of entry, time in and out, and the purpose for access. At no time shall anyone be in the Money Room or Vault except in the presence of at least one of the money room cashiers without the expressed written permission of the CFA.

### *Daily Deposits*

The CFA shall appoint a Business Office employee to conduct daily cash counts and to prepare deposit slips and deposit packages. Each Monday or first business day following the weekend, collection reports shall be generated as needed and forwarded to the CFA or designee for reconciliation and approval.

Once the cash receipts from the front-line cashiers are counted, the deposit shall be prepared. The Business Office supervisor shall reconcile the daily deposit by cross checking the cash receipts information on the Miscellaneous Collections Report with the actual bank deposits. Any discrepancies must be researched and rectified.

Upon the final count of collections from Community Services, the Library, and Admissions (usually fees from transcripts), receipts are issued to the appropriate division's personnel, a

deposit slip is prepared, and then a copy is given to a front-line cashier to ring up on the cash register.

Upon the final count of Cafeteria and Bookstore collections, cash count slips are issued, deposit slips are prepared, and paperwork is forwarded to the individual(s) responsible for the daily and weekly cash collection reports.

### *Change Funds*

All new change funds shall be approved by the CFA or designee, and all approved funds shall be counted and verified monthly by the CFA or designee. Surprise cash counts by a Business Office supervisor shall be conducted on at least a quarterly basis.

Front-line cashiers are to sign a log sheet upon receipt of their startup cash register banks.

### *Internal Controls*

No unauthorized personnel are allowed in the Money Room or the Vault at any time.

All cash collection amounts are to be pre-counted before final count in the Money Room. Pre-counts and final counts (deposits) shall be reconciled by Business Office staff.

To ensure the integrity of the deposit, no employee shall operate an individual cash register and also be responsible for the day's final count and deposit.

Numbered receipts shall be stored in a secure location. A log book recording the inventory of numbered receipts on hand and staff signatures identifying who has been issued receipts shall be kept in the custody of the CFA or designee.

### *Cash Security*

- (a) Safes should remain secured at all times
- (b) The number of people knowing the combination to a safe is at the discretion of the CFA. A good internal control, however, is to have safes where both a key and a combination are required. In this case, no one person should be given access to both the key and the combination. Another good solution is to have a row of safe deposit boxes (similar to those found in banks) where each box is only accessible by one individual. A less secure solution, but an acceptable one, is to allow no more than three people to know the combination to any safe. These three individuals might include the CFA, a Bookstore Manager or Cafeteria Manager, and a subordinate in good standing
- (c) Per administrative regulation B-12, combinations to safes must be changed when there is a change in key personnel. Combinations should also be changed when safety and security is compromised. Changing combinations

should also be considered if a combination holder leaves on vacation, particularly if a substitute employee is given access to the safe

- (d) Accessibility to the areas where safes are kept will be left to the discretion of the CFA or designee. Keys will only be issued to employees authorized by the CFA and campus administration. For added internal control, it is recommended that security cameras be installed to record all activity in the Money Room or Vault as well as all activity requiring access to the safes
- (e) All cash shall be deposited to the bank daily except for a reasonable amount needed for current operations (change funds)

## Banking

### *Reconciliations*

All bank accounts and suspense accounts managed by the College must be reconciled monthly. Formal reconciliations must be prepared by the Business Office Supervisor or his/her designee and the reconciliations shall be jointly reviewed by the preparer and his/her supervisor on a monthly basis. To ensure separation of duties and proper internal controls, the individual preparing the reconciliation shall not be allowed to record transactions affecting the account nor to write checks from or make deposits to the account.

### *Returned Checks*

As soon as the College receives notice of a returned check, the staff person responsible for this activity shall place a Business Office hold (G Hold) on the student's record on the S074 screen in the DEC. A complete set of binders shall be kept on file at the Business Office showing the check copy, copies of the District Office dunning notices, and any other notes relating to the check or interactions with the student. It is critical that this file be kept up-to-date and in proper order since students often question these holds. All returned checks should also be maintained in an Excel spread sheet to facilitate the collection process. Participation in the **Chancellor's Office Tax Offset Program (COTOP)** or usage of a collection agency is encouraged. If we should not have accepted the check because it was defective in some way (for example it was not signed, or modified), every effort must be made to provide prompt feedback to the cashiers in order to avoid the same problem in the future.

### *Counterfeit Bills*

Every person who handles cash should be educated about counterfeit bills. With some training, all cashiers should be able to identify the security features embedded in U.S. currency. In addition, it is recommended that all the Business Offices invest in counterfeit bill detectors. They are inexpensive and the most common types use black lights to detect certain features of the bills that are not visible to the naked eye. A less desirable solution is

to use “counterfeit detector” pens since they are easily fooled if the bills are sprayed with household products such as hairspray.

If the cashier is suspicious about the authenticity of a bill, he/she can refuse to accept it. If a cashier is sure he/she has been presented with a counterfeit bill, they should summon their manager, inform the customer that we must keep the bill, and then notify the Sheriff. The customer should be asked to wait for the Sheriff so that they can provide information about the bill.

### *Acceptance of Checks*

1. A Picture I.D. is required in all cases.
2. The CFA or designee is responsible for maintaining a current bad check list.
3. All checks exceeding \$20 must be cross-checked with the bad check list.
4. No third party checks shall be accepted
5. All checks must be pre-printed (no temporary checks shall be accepted)
6. Checks from students’ parents may be accepted at the discretion of the CFA

### *Check Cashing*

Check cashing is done as a courtesy for employees and the Business Office is the only department permitted to cash checks. Under no circumstances will the Bookstore or the Money Room cash personal checks for employees.

At NO time shall the Business Office accept a check and provide cash to anyone unless that check is deposited in accordance with established procedures. The holding of a check is strictly prohibited. Loan of College funds to employees or others is strictly prohibited. Violation of this policy may result in disciplinary action, not to exclude termination, against the Business Office employee found in violation.

The Business Office may cash personal checks for employees as follows:

Permanent Full-time Employee Personal Checks: Not to exceed \$100.00  
Part-time Employee Personal Checks: Not to exceed \$25.00

The following criteria must be met:

- verification of identification
- employee’s name must be imprinted on the check
- check cashing is subject to sufficient funds in the register
- approval by the Business Office Supervisor or CFA

All personal checks will be deposited as received following standard cash collection procedures.

Employees having cashed a check which was returned for any reason by the issuing financial institution must settle their account with the Business Office by paying the amount of the check and any returned check charges, in cash, cashier's check or money order to the Business Office. Employees having cashed a check with insufficient funds in their account may not have another check cashed until they make good on the check, as stated in the foregoing.

An employee submitting a check for either a cash amount as detailed above, or for the purchase of any product at the bookstore must comply with the established check cashing/acceptance procedure.

Non-employees: Personal checks will not be cashed for any non-employees.

In no case is a third-party check to be cashed.

#### *Returned Check Procedure*

In the event that a check tendered by a student or an employee, either for receipt of cash funds or for a purchase, is returned by the check issuing institution for any reason, to include but not limited to insufficient funds or account closure, the following course of action shall ensue:

The District Office will issue letters to the student or the employee stating that the check was returned and that the matter will be closed upon receipt of payment.

Should the recipient not make restitution in full within the allotted time, the Business Office Supervisor may commence with one of the following actions:

1. Call the Bad Check Restitution Program at 800-842-0733 (or current telephone number for the program) for a complaint form; download the form from the program website or utilize the form in this manual.

Fill out the complaint form. Attach the original check(s) and any supporting documentation such as return receipts or bank notices. Retain photocopies for your records. Mail the originals to the address below.

**Los Angeles County District Attorney**  
**Bad Check Restitution Program**  
P.O. Box 86407  
Los Angeles, CA 90086-0407  
(Postal address only)

If you do not receive a restitution payment within 60 days after submission of the complaint form, contact the District Attorney Bad Check Restitution Program.

2. Through District RFP, contract with a collection agency to service all colleges. Engagement of such services is at the sole discretion of the college's VP of Administrative Services.
3. Use the COTOP Program. (Refer to the instructions in the COTOP section and the material received from the District Office).

## ACCOUNTS PAYABLE

### Purchasing

Vendors submitting invoices to the College will expect payment for their goods or services in a timely manner. Delays in payment can and have resulted in the College having its accounts with the subject vendor placed on HOLD, thereby interfering with the operations of the College and making future purchases or service needs from the vendor difficult for the College to obtain. In order to ensure that payments are made in a timely manner, the Accounts Payable function of the Business Office will adhere to the purchasing and payment procedures as outlined in the *Business Services Procedures Manual (procedure 02-02)* and other pertinent guidelines in the Accounts Payable Policies and Procedures Manual.

### *Purchase Requisitions, Purchase Orders, & Invoices*

Requests for the purchase of supplies and equipment are made on the appropriate Purchase Requisition (PR) form. Once the authorized area Vice President or designee approves the PR, it is forwarded to the Purchasing Department where a Purchase Order (PO) is prepared in SAP based on the information on the PR. The PO is then reviewed for release by the VP of Administrative Services and the original PO is later signed by the initiating manager followed by the Administrative VP or his/her designee. The PO and the Invoice are then submitted to the campus Accounts Payable Department for processing.

Payment by the District Accounts Payable department can only be made upon receipt of all of the following:

- (1) confirmation that the merchandise was delivered (Goods Received report)
- (2) the original vendor invoice signed by the authorized college official(s) who approved the purchase
- (3) a Purchase Order that matches the vendor invoice

### Direct Payments:

Certain invoices, known as direct payment transactions, do not require an SAP purchase order, a facilities order form, a short-term agreement, or a contract. The following are examples of direct payments:

- Bookstore Invoices
- Cafeteria Invoices
- Perishables
- Authorization to Pay – Library
- Authorization to Pay – Board



- Legal Settlement
- Mileage Reimbursement
- Travel Advance
- Conference Reimbursement
- Tuition Reimbursement
- Rideshare Subsidy
- Student Stipends / Grants
- Class-related Travel
- Cal-Card Program Charges\*
- Revolving Fund Reimbursement\*
- Utility Invoices\*
- Postage for Meter\*

District Accounts Payable processes and posts all of the above invoices except for the last four (marked with an asterisk). Cal-Card, Revolving Fund, Utilities, and Postage are processed by the campuses and then forwarded to District AP for posting.

*Managing AP documents in the Business Office*

1. A work box shall be maintained for new incoming invoices and statements. The workbox should be clearly labeled “New Invoices”
2. New invoices are to be processed within 48 to 72 hours:
  - a. Any delays should be documented detailing the reason(s) for late payment. Do this by making notations on the invoice
  - b. Should there be a delay, regardless of the reason, the vendor should be contacted by the person responsible for maintaining the Accounts Payable function explaining the reason(s) for the delay
3. When the invoice is posted for payment, write the SAP document # and purchase order # on the invoice, if it is not already on the invoice
4. NO paper purchase orders or contracts are to be used as they are already on the SAP screen when the document is opened. This is also a cost saving measure on paper and copier ink
5. A work box is to be maintained for all posted invoices. The workbox is to be clearly labeled “Invoices for Filing”
6. As the checks are issued the next day, the check number is to be recorded on the invoices
7. After processing the invoices, they are to be filed alphabetically by vendor name

8. A work box is to be maintained and clearly labeled “Pending Problem Invoices”  
The invoices in this work box will be followed up no later than one week following the noted problem for resolution. If the problem is still not resolved, another notation should be added. The notations should be posted continuously on the invoice by date
  - a. If payment problem(s) are not resolved within 2 weeks of receipt of the invoice, the Accounts Payable staff member shall escalate the invoice with appropriate notations to the supervisor for resolution

### *Cal Card Purchases*

This document is intended to supplement, and to be used in conjunction with, the Los Angeles Community College District’s Purchasing Card Program Policies and Procedures Manual, which may be obtained from the Director of Business Services. The Manual is available on-line at the District website.

#### Payment Overview:

1. After the end of each monthly billing cycle (22nd of each month) U.S. Bank I.M.P.A.C. Government Services, issuer of the CAL-Card, will send out three sets of reports to each Level 4 location: a Cardholder’s Statement of Account to each Cardholder, an Approving Official Summary (called the R090 report) to each Approving Official, and a single Financial Summary (R060 report) to the Designated Billing Office. For LACCD, each college and the District Office are separate Level 4 locations. The Billing Office is the Business Office—specifically the responsible individuals are the CFAs or designees at the colleges and the Controller’s Office at the District Office.
2. The Statement of Account lists all charges made by the Cardholder during the cycle, much as a consumer credit card statement does. The R090 summarizes the charges made by all Cardholders reporting to the Approving Official. The R060 summarizes charges for all Cardholders, sorted by Approving Official, for the entire Level 4 location. The R060 serves as U.S. Bank’s official invoice for payment.
3. All locations implementing the Purchasing Card Program will be required to process payments by direct payment. Payments must be approved by the Vice Presidents of Administration at the colleges and the Director of Business Services at the District Office.
4. After reviewing the statement of charges, the Business Office will input the approved amount on SAP FV50 and park the document. The document # must be written on the statement, the statement must be signed and certified for payment by the Vice President of Administrative Services and forwarded to District Accounts Payable.

5. Reconciliation may be done before or after the Billing Office has authorized payment. The Billing Office at each location is responsible for ensuring that the following documents are reconciled to one another and support the amount of the direct pay requisition:
  - a. Cardholder Statements of Account with attached receipts, purchase logs, credit vouchers (if any) and Cardholder's Statement of Questioned Item (CSQI) forms (if any)
  - b. Approving Official Summaries
  - c. Invoice, certified as correct and as reflecting appropriate District expenditures, with attached Notification of Invoice Adjustment (NIA) form (if any) (see page 80).
6. The Vice President of Administrative Services, in consultation with the Billing Office at each location, will decide whether to complete the reconciliation before approving payment and entering the direct pay requisition OR to complete the reconciliation after payment has been approved and the direct payment is processed. In the latter case, payment would be authorized immediately upon receipt of the documents, thereby maximizing the amount of the Payment Performance Rebate earned from U.S. Bank for early payment (40 days or fewer from cycle date) and eliminating the possibility of late payment penalties that accrue for payments made after 45 days from the cycle date.
7. District Accounts Payable will issue a check against the direct pay document upon receipt of the R060. The total of the requisition must equal the total approved for payment on the statement. Accounts Payable will process partial payments due to disputed charges but not because of missing or delinquent Cardholder statements or other documents.
8. Any intentional misuse of a card will result in immediate revocation of the Cardholder's account and disciplinary action as appropriate under the District's labor agreements and Board Rules. In the event of accidental misuse of the card (including failure to maintain records or meet reconciliation deadlines), the first incident will result in a preliminary warning, the second incident will result in temporary suspension of the card's use and the third incident will result in card revocation and disciplinary action, as appropriate. Any Level 4 location that fails three times to meet the deadlines for submittal of the direct pay requisition and the signed R060 to Accounts Payable, or for reconciliation of reports, may have its program suspended until it can demonstrate that it has implemented changes designed to ensure compliance.

**Prohibited Transactions:**

While the primary responsibility for appropriate card use rests with the Cardholders and their Approving Officials, the Business Office needs to be aware of prohibited transactions that should NOT be approved. In addition to

the CAL-Card program restrictions, the policies and procedures of LACCD prohibit the use of the card for the following:

- Ø Capital assets (unit price \$5,000 or more) and low-value assets (useful life of more than one year and unit price of \$400 or more)
- Ø Alcoholic beverages, tobacco products, firearms, ammunition
- Ø Consultants and contract services
- Ø Memberships
- Ø Utilities
- Ø Salary or wage payments
- Ø Capital outlay expenditures, building fixtures and improvements, electrical appliances except as approved by facilities
- Ø Food and/or awards, except as approved by the Chancellor, or designee, in accordance with Board Rule 71000, et seq.
- Ø Payment of any invoice for which a purchase authority/order has been issued
- Ø Any expenditure that requires approval of the Board
- Ø Student-related purchases.

Purchasing cards issued for general purchases are not authorized for use for travel-related expenses and, likewise, cards issued for travel are not to be used for general purchases. Unless a card is issued for purposes of business travel, purchases from airlines, travel agents, ground transportation, restaurants, hotels, motels and other lodging are not allowed and should not be approved.

#### Reconciliation:

The Business Office will be responsible for collecting, reviewing and certifying all of the approved official Summary reports—with Cardholder Statements of Account, Purchase Logs, receipts, and credit vouchers.

Within five (5) business days of receiving the Cardholder Statements, the Approving Official will review and certify as correct and appropriate the charges listed on the Cardholder Statements and R090, then sign and submit the original Statements, accompanied by original attachments, to the Business Office. The original documents including the Cardholder Statements of Account, and all attachments, will be considered Class 3 records and are to be retained by the Billing Office and made

available for inspection and audit on request for a period of not less than three (3) years following the end of the fiscal year in which the transactions occurred. In the event of audit, it is expected that all required documents will be available and on file at the Business Office at each location.

Conversely, payments are considered late if received by U.S. Bank after 45 days from the invoice date. Late payment interest penalties are assessed at the rate allowed under California's Prompt Payment Act, which is updated annually. Each is responsible for calculating the penalty on late pays and adding it to the R060 invoice amount using the Notification of Invoice Adjustment form. The same amount should be added to the direct payment requisition.

### *Petty Cash Funds*

Although District Accounting advises against the use of Petty Cash Funds due to the common misuse and/or abuse of such funds, they may be established at the discretion of the CFA/AVP on the basis of demonstrated need. It is to be used only for the acquisition of those unanticipated items that require an immediate cash payment and should not be used as a means to circumvent proper purchasing procedures.

#### Prohibited Purchases:

The following items will not be reimbursed from petty cash:

(Note: List is not all-inclusive)

- Single purchases in excess of \$100.00
- Equipment of any kind
- Food Items (accept ASO & trust accounts where approved by charter)
- Payment to an individual for services rendered
- Office parties, gifts, holiday decorations, flowers, greeting cards
- Software
- State sales tax
- Gasoline
- Honorariums
- Alcoholic beverages
- No IOUs for cashing personal checks
- Items purchased more than 30 days prior to request for reimbursement

The Business Office reserves the right to deny reimbursement for non-allowable expenditures. The above list is not meant to be all-inclusive. If an employee is not sure of the propriety of the expenditure, he/she should call the VP of Administrative Services in advance of making the purchase. Violation of these guidelines may result in the cancellation of the petty cash fund.

All expenditures require a receipt to verify the purchase. Any deliveries of items must be made to the campus, not to a personal address. At the time the expenditure is made, a sales

slip or other document, such as a cash register receipt containing the following, must be obtained:

- Date
- Name of vendor
- Positive evidence that a payment was made (i.e., a cash register receipt or hand-written receipt on which the word “paid” appears)
- The amount paid
- A description of the goods purchased (entered by the vendor if a hand-written receipt is obtained or by the purchaser if a cash register tape is issued)
- A signature indicating receipt of goods
- The petty cash fund custodian’s signature documenting approval of expenditure
- An explanation of the purchase justifying the relevance of each purchased item

At any given time, cash on hand plus receipt documents must equal the authorized amount of the fund. It is the responsibility of the fund custodian to maintain a current record of the fund’s financial status.

#### Replenishing the Petty Cash Fund:

A petty cash fund may be reimbursed as frequently as required and must be replenished by month end. To replenish the fund at month-end, the petty cash custodian must prepare a Remittance Voucher. Supporting documentation (i.e., sales slips, cash register receipts) must be attached to the Business Office when submitted for payment. All receipts must have the signature or the initials of the fund custodian.

Following approval, a check shall be issued and made payable to the petty cash custodian.

ALL Petty cash funds must be reimbursed at fiscal year end (prior to June 30) in order to charge expenditures to the proper accounting period.

#### Cash Overage / Shortage Issues:

Please note, excessive overages and shortages may result in the cancellation of the petty cash fund.

#### Safeguarding the Petty Cash Fund:

Petty cash funds and supporting documentation (receipts) must be kept in a safe location (i.e., locked up in a safe, vault, or desk drawer) and must not be commingled with any other funds. The fund should be verified and reconciled on at least a weekly basis. Campus police must be notified immediately if the fund is missing and theft is suspected. The loss must also be reported to the CFA. All suspected thefts are to be treated confidentially since an investigation may be ongoing.

Petty cash funds may be audited (unannounced) at random times throughout the year by the Business Office. Persons declaring themselves as authorized to conduct an audit must be identified before funds or records are relinquished. The custodian should remain with the

auditor at all times to observe the counting of funds and examination of records. The custodian must sign the examination of petty cash form prepared by the Business Office. At June 30 of each year, each custodian will be requested by letter to confirm the amount of the fund in his/her possession.

#### Change of Custodian:

The responsible Dean, Director, or Chair will notify the CFA by memorandum when a new individual becomes custodian of an existing petty cash fund on a temporary or permanent basis. The fund custodian must ensure that the fund is replenished before it is turned over to a new custodian. Unauthorized transfer of custody between employees is not permitted and may result in the cancellation of the petty cash fund.

#### Closeout:

When the fund is no longer needed (determined by the Dean, Director, or Chair), the following procedures must be followed:

- Notify the CFA
- Prepare Remittance Vouchers for all remaining receipts
- Deposit the entire amount to the Business Office using the following format,  
FUND# DEPT# PROGRAM#

#### *Signature Cards*

Per the *Business Services Procedures Manual (procedure 01-02)* a signature authorization card must be completed by each individual authorized as the final level of college or division approval for each document or form this individual is so authorized to sign. The signatory function may be delegated during periods of absence, however, this requires Alternate Signature Authorization Cards to be completed by the alternate signatory.

The VP of Administrative Services must countersign the signature cards indicating approval. Completed cards are to be forwarded to the Director of Accounting, who will forward them to the Accounting Manager of Accounts Payable at the District Office.

Documents containing signatures that are not authorized or that cannot be verified against the specimen signature on file will be returned to the originating location.

#### *Contracts*

The authority to contract is vested by law in the Board of Trustees and their designees. Neither colleges nor District administrators can usurp this authority. The Contracts Section, with the help of Legal Counsel, is responsible for determining the legality of all proposed contractual agreements. Business Office personnel should direct any questions

concerning contracts to the CFA so that they can be handled according to the guidelines set in the *Business Services Procedures Manual (procedure 04-01 through 04-11)*.

### *Student Travel*

As outlined in the District's *Accounts Payable Policies and Procedures (AP-1100)*, the process for student travel advances is as follows:

- (1) Complete the Student Travel Advance form
- (2) Obtain the signature of the VP of Administrative Services for approval
- (3) Enter the Funds Commitment into SAP, one for each payment type (meals, lodging, entry fees, etc)
- (4) Send the completed form and a copy of the Funds Commitment document to District Accounts Payable *at least 10 business days prior to the event*. The warrants will be printed and mailed back to the campuses.

Within 10 days of the completion of the event, all receipts for meal and other advances should be submitted to District AP. If actual expenses are less than the amount of the advance, the amount due should be included with the receipts in the form of a check. Amounts due to vendors (including the coaches) will be processed and mailed to the campuses.

Student travel is also governed by Board Rule 9705 and by the *LACCD Administrative Regulations (regulation E20)*. Accordingly, students are to stay in the most economical accommodations available near the event, and meal allowances shall not exceed the amounts currently permitted in said guidelines.

### *Electronic Budget Transfers*

The Electronic Budget Transfer Authorization (eBTA) is to replace the existing manual BTA process. The eBTA system allows the Budget Users/Owners to create, review, approve, post, and track BTA status online via the LACCD Employee Portal. The eBTA system, which provides an easy web interface via the LACCD Portal, will improve the overall performance of the budget transfer process by:

- 1) Reducing the costs involved with the manual paper process
- 2) Minimizing the turn-around time
- 3) Eliminating any manual data entry errors
- 4) Early detection of budget availability errors

General Procedures:



The eBTA system provides two budget types: INCOME SETUP and BUDGET TRANSFER. When creating a document on the eBTA system the initial step requires the user to choose between INCOME SETUP and CREATE TRANSFER. A user must be able to differentiate between the two transaction types in order to begin the process.

#### Income eBTAs:

An eBTA that is created to accept an initial award/grant or to adjust the funded amount of a program is considered an Income eBTA. Income eBTAs are divided into five (5) categories:

1. New Income Setup
2. Income Adjustments (Increase)
3. Income Adjustments (Decrease)
4. Donations
5. Locally Generated Income

#### Transfer eBTAs:

An eBTA that is created to adjust budgeted amounts in existing G/Ls (Commitment Items), when it is determined that the initial amounts setup during the Income Setup phase did not accurately reflect the needs of the program, is considered a Transfer eBTA. Transfer eBTAs are divided into two (2) categories:

1. Routine Transfers (*move budget from one g/l to another*)
2. Transfers to Setup New WBS

#### System Workflow and User Roles:

The eBTA system includes a four step process:

- (1) *Create eBTA* – any permanent employee who has access to the LACCD Portal, such as managers, secretaries, and clerical staff, can create the eBTA. The role the employee performs in this step is identified as the *Initiator*.
- (2) *Review and Approval of eBTA by Budget Owner* – the employee who is identified as the budget owner during Step 1 must review the eBTA for accuracy and ensure that the created eBTA accomplishes its intended purpose. The *Budget Owner* is a person who has authority over the cost or fund center from which funds are being moved or to which a new income is being set up. During Step 2 the Budget Owner can make necessary changes to correct any deficiencies in the eBTA.
- (3) *Approve eBTA* – during the review by the Budget Owner the option is presented to select additional approvers in the Budget Owner's H/R hierarchy. These are in addition to the required approval of the Vice President of Administration. This flexibility is provided to allow locations the ability to have up to three layers of approval. This role is identified as the *Approver(s)* and is responsible for verifying that the eBTA complies with higher level directives, district policies, and that the Budget Owner has been correctly identified.

- (4) *Post eBTA* – this is the final step. Once this step is executed the eBTA immediately updates SAP for any adjustments created by the transaction. The employee performing this role is identified as the *Poster* and is responsible for verifying that all required parties have reviewed and approved the eBTA and that the document complies with all district and location directives. Employees performing this role must be presently able to post BTAs into SAP through the Budget Workbench.

## Reimbursements

### *Mileage*

In accordance with Board Rules (71000-71007) and the *Business Services Procedures Manual (procedure 02-12)*, District employees are eligible to be reimbursed for the use of their personal automobiles in performance of District business.

Procedure:

1. Employees should maintain daily records with supporting documentation (trip logs, parking fees stubs, etc) of the trips authorized during the month or other timeframe
2. Employees must prepare and submit a Mileage Claim on the proper Mileage Claim form using the current standard mileage rate. The form must be signed by the authorized official
3. The appropriation account charged must be budgeted for mileage in the specific program or activity

The reimbursement of mileage is subject to the rules outlined in the above mentioned documents. Certain mileage requests, such as those requiring overnight travel, may require that the request be submitted on the Conference Attendance form.

### *Conferences*

District employees may be authorized to attend seminars, conferences, and other activities to enhance their job knowledge and have certain related expenses paid by the District. Prior to attending such an event, employees are required to complete a Request for Conference Attendance form to receive travel authorization, even if there is no expense to the District. The form should be submitted at least 21 days prior to the scheduled activity and shall include information on the event, travel dates, and an estimate of expenses. The request must be approved by the college president or other authorized administrator.

Once the conference request is approved, the CFA or designee shall encumber the funds in SAP and assign a travel encumbrance number.

Travel advances may be issued to authorized employees with the understanding that the funds are to be adjusted upon filing a Travel Expense Claim for the actual and necessary expenses incurred. Any reimbursement received from sources other than the District shall

be deducted. Requests for advanced funding shall be made on the Travel Advance form and must be sent to the District Accounts Payable department at least 10 days prior to the event date.

Within 10 days after the completion of the event, employees must submit a Travel Expense Claim form signed by the appropriate college official, along with all original receipts for lodging, meals, transportation, and other expenses to District Accounts Payable. All meal reimbursements are limited to the per diem rates posted in the District's *Administrative Regulations* (E-20) and in the *District Accounts Payable Policies and Procedures Manual*. If an employee received an advance and the actual expenses are less than the amount of the advance, then the amount due back to the District, in the form of a check, should be included with the receipts. Amounts due to vendors (including the coaches) will be processed and mailed to the campuses.

Authorized Travel Expense Claims submitted to District AP are considered final unless the claim indicates that it is a partial claim. Additional claims are handled as addendums to the original.

Allowable conference advances and reimbursements are defined by Board Rules 10701 through 10716, as well as by the *Business Services Procedures Manual* (procedure 02-13), and the *Accounts Payable Policies & Procedures Manual* (AP-1000).

### *Revolving Cash Fund*

The Revolving Cash Fund, authorized by the Board of Trustees under the provisions of the Education Code Section 85410, is used to reimburse District employees who have made cash purchases for the District or to make certain prepaid purchases as allowed by the Revolving Cash Fund rules and regulations established by the Board and the CFA of the District. The use of the Revolving Cash Fund is also governed by the *Business Services Procedures Manual* (procedure 02-03 through 02-04) and by the *Accounts Payable Policies and Procedures Manual* (AP-1200).

The Board of Trustees rules for the Revolving Cash Fund include the following summarized conditions:

- a. The College Fiscal Administrator shall be (1) custodian for the Fund, and (2) responsible for adherence to applicable rules and regulations regarding disbursements from the Fund at the colleges. Accounting performs these functions at the Administrative Offices.
- b. All disbursements shall be approved by the college president or a Vice President/Business-level administrator designated by the president. At the Administrative Offices a division head must approve all requests.
- c. Disbursement from college revolving funds shall be limited to a maximum expenditure of \$250, including taxes, for any one transaction for small quantities of urgently needed supplies or materials. Multiple common transactions are not authorized.

- d. The Fund may not be used for salary payments, equipment replacement, or capital outlay expenditures.
- e. The Fund may be used for certain personal services by independent contractors required in the instructional program.

The Revolving Cash Fund regulations and procedures define the restrictions and obligations in the usage and administration of the Fund:

Restrictions:

The Revolving Cash Fund may not be used to pay for credit purchases made in the name of the College or District. No employee has the authority to commit the credit of the College or District in this manner.

Unauthorized Expenditures:

- (1) Freight bills. Exception: Freight charges relating to equipment repairs. (District purchasing procedures routinely provide that freight charges are to be prepaid by the vendor for items shipped FOB destination)
- (2) Memberships, mileage, convention or travel expenses, hospitality expenses, awards of any kind, or insurance premiums of any type
- (3) Equipment items. (Use the purchase requisition procedure for these items)
- (4) Film rental in excess of \$10. (Use Authority to Pay procedure)
- (5) Subscriptions, unless payment is required in advance
- (6) Postage, unless an emergency. (Contact Accounting, Accounts Payable Supervisor, for postage procedure)

Meals or similar food purchases must have prior written approval from the Vice President, Administration/Business Manager or Director at the Administrative Offices. (Purchase of instructional laboratory perishable supplies is accomplished through the Perishable Goods procedure).

Limited Authority to Purchase:

- (1) Purchase order items for less than \$10. (Purchasing procedure precludes issuance of a Purchase Order for items under \$10)
- (2) Minor purchases, not to exceed \$250, of incidental supplies that are not available through the college central supply accounts.

(Use internal college or Administrative Offices stockroom requisition procedure)

- (3) Minor purchases, not to exceed \$250, of incidental electrical devices must be inspected and evidence of such inspection shall appear on the revolving fund reimbursement request

Purchase Documentation Requirements:

- (1) Purchase authorization document is required with signature approval from the college president or authorized administrator designating authority to make a purchase for the college/office in any of the three methods:
  - a. Prepayment to the vendor
  - b. Cash advance to the employee
  - c. Reimbursement to the employee
- (2) Paid invoices are required showing details of the purchase, including specific item description, quantity, price per item, total per invoice, and the vendor. Invoices are not receipts unless appropriate receipted by the issuing vendor. Shipping or packing slips are not acceptable unless price, extension, and total appear as entered by the vendor. Two copies must be provided, one of which must be the document issued by the vendor.
- (3) Cash register receipts, if involved, must be supported by an itemized list of the items included in the purchase. Persons submitting cash register receipts with the attached itemized list must certify on the list that the purchases were made for the college/office use using the following Certification statement:

“I hereby certify that the item(s) listed is/are for the use of the \_\_\_\_\_ department/office of the Los Angeles Community College District.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

Specific documentation is required for the following types of purchases:

- a. Postage requires a postmaster receipt for the purchase
- b. Books, pamphlets, etc., which are prepaid, must have supporting price information from the vendor, such as

advertisement, formal order form, or a photocopy from the publisher's price list

- c. Meals or similar food purchases require prior written approval from the Vice President, Administration/Business Manager or Director at the Administrative Offices
- d. Authorized personal services (e.g., art models, musicians, and athletic scouts) must include the following information: date(s) of service, amount (rate per unit), units of service, name, address, social security number, and a signature for receipt purposes or an indication that a service was performed for which payment is being made (as an independent contractor).

Individual college procedures may limit the application and amount of the Fund transaction. The college may have a petty cash fund for specific departmental use within the Revolving Cash Fund. Expenditures are direct charges against the appropriate departmental supply budget. College policy may determine different conditions and levels of (a) Item purchase limitations (b) Expenditure amount for each category (c) Authorization requirement for a cash advance

#### Procedures:

1. An employee must obtain and prepare an individual college/office purchase authorization form to make a purchase allowed under the Revolving Cash Fund rules and regulations.
2. Administrative authorization and signature approval by the college president or the authorized administrator is required. Departmental approval must be required. Signature approval attests to the validity of the Revolving Fund claim and may be required before or after the purchase, or both, depending upon the internal college/office procedure.
3. The individual college authorization document for the prepayment or reimbursement of a purchase from the Revolving Cash Fund may be a multi-purpose form and serve the following functions:
  - a. Purchase authorization
  - b. Prepayment/reimbursement authorization
  - c. Advance cash document
  - d. Receiving document
  - e. Reconciliation document and Accounting document
  - f. Combination of the above
4. The form to be used shall be designated by the college Vice President, Administration/Business Manager or the administrator assigned such duties, and may be used to record all or a portion of the following information:

- a. Check payee, District employee, or vendor
  - b. Individual/department requesting or authorized to make the purchase
  - c. Item description, quantity, and price
  - d. Invoice total and taxable status
  - e. Purchase authorization and signature approval and date
  - f. Administrative authorization and signature approval for prepayment/reimbursement or cash advance
  - g. Account code to be charged
  - h. Revolving Cash Fund check number and date
  - i. Reconciliation of the cash advance, with cash returned to the Fund or additional cash to the District employee
  - j. Fund and signature approval by the CFA
5. Prepayment items require the detailed purchase documentation (as established in the Revolving Cash Fund rules and regulations) which must be submitted to the CFA or Accounting at the Administrative Offices, before a Revolving Fund check can be processed
  6. Cash advances are at the discretion of the CFA, and the funds must be signed for by the payee. Repayment within three days through submission of valid vendor invoices or cash is required. Excess cash advances must be reimbursed to the CFA for return to the Revolving Fund
  7. Any disallowed expenditure must be reimbursed to the Revolving Cash Fund
  8. The authorization form, properly signed and approved, and the paid invoice, cash receipt or cash register receipt with certification statement and purchase summary must be submitted within 24 hours, or at the time of reimbursement to the CFA or to the Accounting department
  9. Revolving Fund checks will be issued to the individual requesting reimbursement or advance payment for proper transmittal or other disposition, and the requestor is responsible for receipt of the item. Will Call or COD are valid transactions

### *Rideshare Incentive Program*

The Los Angeles Community College District in cooperation with the South Coast Air Quality Management District is working to reduce air pollution by promoting a Rideshare Program. The program entails conducting an employee survey, at least annually, of employees' modes of transportation to determine the college's AVR (Average Vehicle Ridership). The colleges also maintain a zip code listing of participating employees to assist in creating carpools.

#### Eligibility Requirements:

1. Regular employees only, not unclassified.

2. Must use public transportation or drive an alternative fuel vehicle to work at least 12 days during the month.
3. Days counted are only Monday through Friday. Weekends and Holidays are excluded.
4. Must report to work between 6:00 am and 10:00 am. Report times outside this window do not qualify.
5. Carpools consist of two or more riders who travel at least 70% of their commute together and arrive to work in the carpool

Required Documentation:

If claiming Public Transportation the employee must include routes and copies of completed time sheets for the weeks claimed. The employee must also show proof of purchase (attached copies of tickets or a copy of the receipt for the ticket purchase).

To participate in the Rideshare Program an employee shall:

1. Fill out the Ride Share Incentive Claim Form
2. The form must be signed by the claimant and approved by the supervisor
3. Attach all required documentation
4. Submit the completed form along with the documentation to the Business Office or Administrative Services by the 10<sup>th</sup> of each month for the previous month disbursement
5. Either the Business Office or Administrative Services will process the form on SAP and forward the original copy to the District Accounts Payable for check issuance
6. Accounts Payable will forward the check to either the Business Office or Administrative Services
7. The employee is then notified to pick up the check



## ACCOUNTS RECEIVABLE

The accounts receivable policies and procedures govern the recording, collection, analysis and reporting of cash receipts on account. Accounts receivable is a significant asset for the college and must be carefully managed to ensure efficient and effective collection of all debts owed to the college.

The management of accounts receivable is an essential component of financial management and good business practice. Generally accepted accounting principles (GAAP) and internal control standards establish the framework for the college's accounts receivable system. Accounts receivable are often a significant part of the college's financial statements and will be audited in its annual audit.

### Definitions

**Accounts receivable, or receivables** are monies due to the college which have not yet been received. Credit which has been extended to students, faculty, staff, or to outside customers is a receivable. This can include, but is not limited to, tuition and fees, sponsored projects, student loans and notes receivable.

**Past Due receivables** are those receivables that remain unpaid from 1 to 90 days beyond the initial due date.

**Delinquent receivables** are those receivables that are past due 91 days and beyond.

**Write-off of receivables** is the transaction which removes an account that management has determined to be uncollectible from the college's accounting records. Writing-off the receivable for accounting purposes does NOT discharge the debt owed to the college.

**Third Party Receivables** include tuition, fees for approved students for the current fiscal year and is semester specific. Third party receivables are established when charges are transferred from a student's receivable to a third party receivable. Third party vendors are typically state agencies (State Rehabilitation Services, Veteran's Administrations, Department of Defense, etc.), employers (Raytheon E-Systems), or Job Training and Placement Act service providers. Collection of Third party receivables occurs during the semester the charges are incurred or the semester just following.

The person responsible for the Receivables in the Business Office should establish an accounts receivable system to assure that all charges are billed promptly and recorded accurately and that adequate collection efforts are made.

### *Establishing the Receivable*

It is the responsibility of the college to establish the terms and conditions for payment at the time an account is created. The debt must be acknowledged by the student or other debtor at this time. The acknowledgement must be either in writing or, with automated

registration processes, by a positive action that indicates that the debtor is accepting the terms and conditions for payment.

Third party receivables invoices are mailed as soon as they are established. If not paid within 30 days, a second notice is mailed or telephone contact is made. A third party agreement will not be honored for a student if the company is delinquent for two semesters.

The receivable must be entered into an electronic system such as Excel or Peachtree at the time the account is first established.

### Collection Process

The college will follow up routinely and diligently on all accounts receivable. A structured timetable for collection activities should include, at a minimum:

- Billing
- Time frame for placing a hold on the student records
- Time frame for contacting departments generating non-tuition/fee revenues regarding past-due receivables

The procedure for collection of all receivables is as follows:

- Late notices (bills or letters) should be mailed 30 days after the due date.
- Past-due notices should be mailed 60 days after the due date.
- Final notices should be mailed 90 days after the due date.
- Uncollected receivables may be referred to a collection agency 120 days after the due date.

All collection activity undertaken for each account should be documented in writing and as appropriate, recorded in Excel.

### *Current Receivables*

Current term receivable activity should be reviewed monthly, but no less than once each semester by the CFA or designee.

The reconciliation of the detail accounts receivable records to the corresponding accounts receivable amounts in the general ledger is performed on a monthly basis. The reconciliation document includes aged and subtotaled details of all student receivables as compared to the general ledger sub-code totals as of the end of the particular month. Any differences are identified, analyzed, explained and corrected as applicable. The document is signed and dated by the preparer and approved by the CFA. The completed documents are presented to the Vice President of Administration at a quarterly accounts receivable review meeting.

### *Past Due Receivables*

Past due accounts will be reviewed monthly by the CFA or designee.

The college will, on a quarterly basis but no less than annually:

- Age all accounts receivable amounts.
- Review all accounts receivable that are one year or more past due for write-off.
- Calculate an estimate of uncollectible accounts receivable amounts.

### Chancellor's Office Tax Offset Program (COTOP)

The Los Angeles Community College District is invited annually to participate in the Chancellor's Office Tax Offset Program (COTOP). AB 2347 (chapter 937, statutes of 1982) authorizes the Chancellor's Office to act on behalf of local community college districts for the purpose of collecting outstanding student financial aid obligations through participation in the Franchise Tax Board's Interagency Tax Offset Program. The program was enhanced in 1991 by legislation (AB 3929, Jones) to permit the offset of specific non-financial aid obligations owed to the district.

By contracting with the Chancellor's Office, local districts can recover outstanding student debts owed to the colleges such as enrollment fees, out-of-state fees, library fines, personal checks written with non-sufficient funds, student loans, financial aid overpayments and other approved debts.

Under the COTOP program, the Chancellor's Office requests the Franchise Tax Board to offset (deduct) the amount owed to a district from the student / debtor's personal state income tax refund, lottery winnings or other state refund. The Franchise Tax Board remits any amounts offset to the Chancellor's Office, which authorizes the state Controller to disburse the offset amount, minus a 25 percent (25%) administrative fee to the participating local districts.

Before the data is submitted to the Chancellor's Office, the colleges must send a notification letter to the student 60 days before data submission. The student has 30 days from the date of the letter to either voluntarily pay the amount owed, object, or ignore the notice. See Appendix A for submittal procedures.

### Write-offs

The college must make every reasonable effort to collect an account before a write-off. In most cases, the collection effort should include written notices and attempted phone contact.

Writing-off an accounts receivable is sensitive and should therefore be subject to strong internal accounting controls. Per administrative regulation B-11, all write-offs of uncollectible accounts receivable require the approval of the college president.

A debt is considered to be uncollectible when it meets one of the following criteria:

1. All reasonable collection efforts have been exhausted.

2. The cost of further collection action will exceed the amount recovered.
3. The debt is legally without merit or cannot be substantiated by evidence.
4. The debtor cannot be located.
5. The available assets or income (current or anticipated) are insufficient.
6. The debt was discharged in bankruptcy.
7. The applicable statute of limitations for collection of the debt has expired.
8. It is not in the public interest to pursue collection of the debt.
9. The debt has been compromised in the best interests of the state.

Determining that the debt is uncollectible does not cancel the legal obligation of the debtor to pay the debt.

### Reporting

Because of the significance of accounts receivable, it is important for management to receive periodic reports that both measure the effectiveness of collection activities and inform or alert management of problem accounts. Reports should be generated on a monthly basis, but depending on the size of the receivable balance and collections staff, the issuance of such reports may range from weekly to quarterly. This flow of information is necessary so that management and collections' staff can determine whether current credit and collections policies and procedures are working, or whether any of the policies and procedures need to be changed to more effectively collect outstanding receivables. Additionally, the collections staff needs information so that collection activities can be prioritized, problem accounts isolated, and outstanding balances collected.

#### *Business Office Monthly Report*

This is a summary report that helps management monitor the monthly accounts receivable status and collections activities. A typical report includes current month and prior month balances for accounts receivable, total collections, and total net sales. Additionally, some ratios might be included, such as the average collections period. Bad debt comparison would include bad debt write-off for the current month, fiscal year to date, and last fiscal year to date. Finally, a summary of the number of accounts and balances in each aging category is to be included. There is no universal, or standard, format for this type of report. For a credit department monthly report to be truly effective, it must be tailored to the needs and reporting capabilities of each individual area. The idea of this report is to provide management with a one-page summary of collection.

## ACCOUNTING RECORDS & DOCUMENTS

### Incoming Mail

To ensure that mail is routed to the correct area within the Business Office the following procedure shall be adhered to:

- (1) Any mail received by the Business Office is to be considered the business of the College
- (2) The supervisor will designate one staff member (and one alternate) to receive all incoming mail
- (3) The designated staff member shall open the mail and date stamp the contents with the date received
- (4) Any invoices received shall be logged into the *Invoice Tracking Log*. Any checks shall be logged into the *Cash Receipts Log*. The log sheets are included in the forms section of this manual
- (5) The mail will then be distributed to the intended or accountable recipient
- (6) Personal mail is not to be addressed or received at the College address

### Records

#### *Definition of Records*

The term “records” shall mean all documents, maps, books, papers, computer output, and electronic documents of the Los Angeles Community College District deemed necessary or convenient to the operation of the District or required by law to be retained.

The following are not considered “records” and therefore may be destroyed at any time:

- a. Copies other than the original
- b. Correspondence between District employees that does not pertain to personnel matters, or constitute a student record
- c. Advertisements and other sales material received
- d. Textbooks and other instructional materials including library books, pamphlets and magazines

### *Records Exempt from Public Disclosure*

Although state law guarantees citizens certain rights to public records, state and federal statutes and regulations affect the public's access to certain types of records.

Records that are exempt from public disclosure may not be inspected and/or copied. Examples of records that are exempt from public disclosure are preliminary drafts, records pertaining to litigation and legal advice, law enforcement investigatory records, intellectual property records, donor profile records, personnel files, medical files (the disclosure of which would amount to an unwarranted invasion of privacy), test questions, and other information provided by the District on a confidential basis. Some of the records exempt from public inspection are set forth in sections 6253.5, 6254, and 6254.3 of the Government Code.

The Federal Educational Rights and Privacy Act of 1974 (FERPA) restricts public access to most student records and information without consent from the student. However, College officials who have a demonstrated need to know as part of their official duties may have access to relevant student records.

### *Privacy*

The accounts and records of the Business Offices shall be maintained in an accurate manner that provides full disclosure and documentation. All transactions shall be in conformance with established business practices, generally accepted accounting principles, and all government laws and regulations. Except for acceptable operational amounts, all college funds must be retained in their appropriate bank accounts and no undisclosed funds or assets shall be maintained for any purpose. All reports, bills, invoices, payroll information, and other business records shall be prepared with care, honesty, and full transparency. Access to all college reports, records and financial data shall be closely monitored and shall not be disclosed to any unauthorized party.

### *Public Records Requests*

The Board Rules (Chapter VII, Article VII) govern the handling of public records requests. All records requests at the Business Office should be directed timely to the CFA or VP of Administrative Services as a response must be made within ten working days. Requests to copy records shall be made in the same way as records requests.

### *Retention Policy*

According to the Board Rules (7708) colleges shall classify documents and records as either Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable). Records of a continuing nature (those that are deemed to have use of an administrative, legal, or fiscal nature) should not be classified, but rather should be held until their usefulness has ceased.

Records originating during a current fiscal year shall not be classified during that year. Once records are appropriately classified, they must be either retained or destroyed in accordance with the policy.

Class 1 records shall be retained indefinitely unless copied or reproduced in accordance with Title 5, California Code of Regulations, section 59022(e). Examples of Class 1 records may include but are not limited to annual reports, official budget reports, financial fund reports (including cafeteria, bookstore, and student body funds), audit reports, Board minutes, election documents, bond documents, tax documents, employee records, and payroll documents, student records (including enrollment records, grades, accounting, and insurance and medical-related documents), and real property records (related to real estate, buildings, and equipment).

Any record not classified as a Class 1 record shall be classified as a Class 2 record (Optional) and shall be retained until it is reclassified as a Class 3 (Disposable) record. Class 3 records may include but are not limited to: student attendance records, purchase orders, invoices, ledger sheets, cancelled check stubs, and other detail records used in the preparation of other reports.

#### *Records Destruction*

Only Class 3 (Disposable) records shall be destroyed. Class 3 records may be destroyed during the third school year after the completion of the following scenarios as applicable:

- (a) The completion of any legally required audit. For example, records basic to an audit shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code section 84040 or of any other legally required audit. Class 3 records basic to an unresolved audit citing shall not be destroyed until five years after the audit citing is first presented to the Board as provided under 5, California Code of Regulations, section 59118
- (b) The retention period required by any agency other than the State of California
- (c) The retention period under a Federal program, including various student aid programs

The college president or his/her designee shall personally supervise the classification of records and designate the year in which specific records may be destroyed. Further, the president or his/her designee shall submit to the Board a report of records recommended for destruction with a certification that no records are included in the list which conflict with the Board Rules pertaining to records.

Once the Board determines that specific records shall be destroyed, such records shall be permanently destroyed by such fool-proof methods such as shredding, burning, or pulping

under the supervision of the Chancellor or his/her designees as stated in the *LACCD Administrative Regulations (B-23)*.



## AUXILIARY ORGANIZATIONS

Auxiliary funds, also known as enterprise funds, are revenues from those operations that the board has decided should recover their total cost of providing goods and services on a continuing basis primarily through user charges. The board has established a separate bank account for each of these enterprise funds. Utilities and maintenance costs should be charged directly to each fund where practical. The most common auxiliary organizations on the campuses are the Bookstore, Cafeteria, Community Services, Child Development Center, Associated Student Organization, and the College Newspaper.

Per administrative regulation AO-14, the CFA shall be the custodian of all fiscal matters pertaining to auxiliary organizations. Funds of auxiliary organizations shall only be used for purposes consistent with District and college policy.

### Bookstores

#### *Money Room*

Although it deals with Bookstore funds, the Bookstore Money Room is a Business Office responsibility due to separation of duties.

The Bookstore should have a separate safe located either in the Bookstore Manager's Office or the Assistant Manager's office. This safe is used primarily to secure change funds and overnight deposits. Access to the Money Room should be restricted only to those persons responsible for counting, depositing and reporting the Bookstore funds. Access to both the safe and the Money Room is at the discretion of the Bookstore Manager and may include the Business Office Supervisor and/or the CFA. To ensure sound cash controls, it is recommended that the Bookstore Manager follow the guidelines provided in the "Internal Controls" section of the Money Room / Vault procedures in this manual.

The Bookstore Manager must provide the CFA and/or the VP of Administrative Services justification for all those with access to the Money Room and to the safe(s). A list of authorized personnel must be kept on file for audit purposes.

#### *Cash Funds*

The Bookstore routinely operates three separate cash funds:

- Cashier drawers
- Refund fund
- Change fund

Also, during the book buyback period, the Bookstore may provide safe-keeping for the Vendor Buyback fund.

### *Cashier Drawers*

1. Cashiers normally start each day with a fixed change fund. An amount of \$100 is common but any amount up to \$150 is acceptable as a general rule.
2. At the end of the day or the shift, the cash in the drawer is counted by the cashier and a cash count slip is filled out and signed off by a supervisor.
3. The money is then delivered to the Business Office at the end of the day shift or locked securely in the Bookstore safe at the end of the evening shift and delivered to the Business Office the next day.
4. The Money Room Cashier (either from the Business Office or the Bookstore) counts each bag from the individual registers, including coin, bills, checks received, credit card receipts, A/R charges, and refunds. Any differences are recorded and communicated to the Bookstore Manager.
5. The money is then deposited and recorded onto the Bookstore Collection report.
6. The approved report is sent to the District Accounting Office for posting in SAP.

### *Refund Fund*

Refunds must be made by credit card if the original purchase was by credit card. Each cashier, or a specially designated refund cashier, processes the credit card refund through the credit card terminal and the register and completes a manual refund slip which indicates the name of the person being refunded, the student ID number if applicable, and the reason for the return and other sales related information. A copy of the terminal receipt is attached to the manual refund slip and kept with the cashier.

Certain locations may choose to issue a cash refund. A cash refund is made when the original payment was made in cash. If the original payment was made by check, a cash refund will be issued no sooner than 3 weeks from the date the check was collected by the Bookstore. This time delay is to allow for any returned checks. The manual refund slip is also completed for cash refunds. The actual cash refunded to the customer is taken from the Refund Fund, which is kept in a locked box in the Money Room. Some locations choose not to issue cash refunds. In this case the refund is recorded as a deferred refund and a refund slip is completed and forwarded to the Business Office, and a check is issued at a later date. All refunds must be signed off by a supervisor.

Copies of the manual refund slips with cash register receipts attached are submitted to the Business Office Money Room Cashier with each day's work. The total Bookstore refunds for the day are logged at the Bookstore. The Refund Fund is counted each day to ensure accuracy; the total for the Refund Fund should be cash and coin in the box plus outstanding refunds not yet reimbursed by the Business Office. This total should tie to the amount allowed for the box (for a small campus, a \$2,000 fund is recommended during regular

times and \$7,000 during rush periods. Larger campuses should adjust accordingly). On a regular basis the Business Office shall reimburse the Bookstore Refund Fund according to date. The reimbursements are counted by Bookstore senior staff and entered in the log sheet with date, amount, and staff initials.

The Money Room Cashier uses Business Office Cash to replenish the Bookstore Refund Fund. The Bookstore Refund Worksheet is used to log the refunds by sales category on a daily basis. At the end of each month, the refunds are summarized and a check is prepared drawn on the Bookstore bank account which accomplishes two purposes: reimburses the Business Office Cash Fund and charges each sales category in the general ledger.

### *Change Fund*

The change fund in the Bookstore safe should be accessed only by the senior person on shift at the Bookstore. It is used to provide cashiers the needed denominations for their drawers. The Change Fund may also need to exchange coins and bills with the Refund Fund and the Vendor Buyback Fund. The Change Fund should be counted and signed off each day and should always be the issued amount. If a shortage exists it must be recorded under the main register. Periodically the Business Office Money Room Cashier exchanges bills and coin from the Change Fund at the Business Office to keep the denominations to the desired levels.

### *Vendor Buyback Fund*

The vendor buyback fund is essentially a temporary custodian fund which is utilized at various times during the year for text book buybacks by the book vendor(s). The Bookstore may provide a locked cash box and overnight accommodation in its safe for the vendor's buyback funds, however, it should be clarified in writing that the contents of the fund are the responsibility of the book vendor(s) and not the Bookstore, the College, or the District.

Before the beginning of the buyback period, the Business Office receives a check from the vendor(s), the amount depending on the location. This check is deposited to the Bookstore bank account, 913110. Funds are then requested from the bank and the vendor buyback box is prepared, verified, and signed out to the Bookstore Manager for safekeeping. The Bookstore Manager will then issue the fund to the vendor who will verify the funds again and sign a slip for the pick up, thus acknowledging receipt of the funds.

The vendor uses these funds to buy back books and reconciles the cash count with the receipts after each shift. This count is verified by a member of the Bookstore senior staff. The total of the cash plus the receipts should be the issued amount. A final check for the difference between the original check amount and the repurchases is prepared for the vendor when the remaining cash is submitted to the Money Room Cashier. This cash is deposited to the Bookstore bank account. A check is typed for this amount payable to the vendor and coded to the Bookstore bank account, 913110. In the rare circumstance that the buybacks exceed the amount provided by the vendor for the fund, a check for the excess amount is requested from the vendor.

## *Book Vouchers and Accounts Receivables*

The bookstore records charges “on account” for various areas:

- Book voucher issued by Financial Aid
- Purchase order authorization from Veterans Affairs
- Purchase order authorization from the Department of Rehabilitation
- Special arrangements with a Specially Funded Program

There are essentially two processes to obtain payment for items charged on account.

**Process for Book Vouchers:** This transaction is essentially an advance on a student’s financial aid. A form is issued to each eligible student at Financial Aid, the details of which are verified by Bookstore personnel. As the student “spends” the Book Voucher, an institutional hold is placed on the student record in the Student Information System (S074) screen by Business Office personnel. These amounts must be entered in a timely manner so that they will be deducted from the first available financial aid disbursement to the student. Upon each financial aid disbursement, a District check made payable to the Bookstore is generated for the amounts deducted from the students.

**Process for all interdepartmental and other agency charges:** An invoice is prepared by the Bookstore for each authorization document. For some agencies the authorization document is a purchase order and it is usually issued individually by student. Departmental purchases vary by location. These authorizations can be via an internal Bookstore purchase form, a college purchase requisition form or an e-mail, and they may be for departmental purchases, individual students, or grouped by a number of students per semester. A copy of each invoice is sent to the appropriate agency or department with copies of the cash register receipt and a copy of the purchase requisition or the purchase order. Additional copies of the invoice are kept at the Business Office and at the Bookstore.

## *Deposits*

Bookstore deposits shall be made within 24 hours of the time they are delivered to the Business Office or by the next business day. They shall be sent to the bank via an armored delivery service scheduled daily. The Bookstore deposits are to be reviewed by the CFA or the supervising accountant in the Business Office.

## *Reporting*

The Bookstore Collection report is prepared on a weekly basis according to the format required by the District. The form becomes the basis of a journal entry which is reviewed and posted by the District. The report includes all the sales, accounts receivable sales, accounts receivable payments, book rentals, change orders, change returns, and any overages and shortages. Each deposit to the bank is recorded as it should appear on the bank statement.

## Cafeterias

Food Services is an additional enterprise that operates with the goal of being financially self-sufficient. The various sources of revenues include food sales, commissions, and facility rentals. Colleges may consider outsourcing the management of Food Services to a private vendor.

### *Cashier Drawers*

1. Cashiers normally start each day with a fixed change fund. An amount of \$100 is common but any amount up to \$150 is acceptable as a general rule.
2. At the end of the day or the shift, the cash in the drawer is counted by the cashier and a cash count slip is filled out and signed off by a supervisor.
3. The money is then delivered to the Business Office at the end of the day shift or locked securely in the Cafeteria safe at the end of the evening shift and delivered to the Business Office the next day.
4. The Money Room Cashier (either from the Business Office or the Cafeteria) counts each bag from the individual registers, including coin, bills, checks received, credit card receipts, A/R charges, and refunds. Any differences are recorded and communicated to the Cafeteria Manager.
5. The money is then deposited and recorded onto the Cafeteria Collection report.
6. The approved report is then sent to the District Accounting Office for posting in SAP.

### *Commission and Facility Lease Payments*

1. A check is received from the vendor.
2. A pre-numbered receipt is then filled out with the name of vendor, date, account number, amount of check and signature of the employee.
3. The check and the receipts are then remitted to the Cash Room for deposit.
4. The deposit is then recorded onto the Cafeteria Collection report.
5. The approved report is then sent to the District Accounting Office for posting in SAP.

### *Deposits*

Cafeteria deposits shall be made within 24 hours of the time they are delivered to the Business Office or by the next business day. They shall be sent to the bank via an armored delivery service scheduled daily. The Cafeteria deposits are to be reviewed by the CFA or the supervising accountant in the Business Office.

### *Reporting*

The Cafeteria Collection report is prepared on a weekly basis according to the format required by the District. The form becomes the basis of a journal entry which is reviewed and posted by the District. The report includes all the sales, commissions, facility rental payments, change orders, change returns, and any overages and shortages. Each deposit to the bank is recorded as it should appear on the bank statement.

### Community Services and Extension

#### *Definition*

Community Services consists of comprehensive educational, cultural, recreational, civic center, and community planning programs which a community college may provide for its community over and beyond regularly scheduled day and evening offerings.

#### *Fees and Collection*

A reasonable fee may be charged for the Community Services activities and/or offerings based upon a District-wide formula. These fees may be related to registration, parking, extension, and other activities and events such as swap meets at their locations.

#### *Reconciliation, Deposit and Reporting Procedures*

1. Community Services delivers their collections along with accompanying daily activity reports in a sealed bag to the Business Office.
2. If the Business Office is closed, the sealed bags may be placed either in a drop box if available or in a secured area within Community Services and then remitted to the Business Office on the next business day.
3. The Business Office shall maintain a Community Services daily collection log. The log includes the following information:
  - a. Date of the collection (ex: date of the Swap Meet)
  - b. Pouch number
  - c. Date delivered to the Business Office
  - d. Amount
  - e. Business Office employee initials

- f. Community Services employee initials
- g. Sheriff's employee/escort initials

(A second copy of the log may be kept in the Community Services area)

4. The Business Office Employee verifies that the bag number, amount and date are correct.
5. One (or preferably two) permanent Business Office employee(s) perform a cash count to verify the cash, checks and credit card totals against the Community Services cash receipt report.
6. A duplicate receipt is then prepared. One copy is given to Community Services for their records, and a second copy is kept in the Business Office for the deposit.
7. All Community Services collections must be deposited within 24 hours or by the next business day.
8. This step is optional: The deposit is logged on an Excel spreadsheet, printed out, and placed in the Community Services folder.
9. The deposit is then reported on the Offline Miscellaneous Report, which is sent to the District Accounting Office.
10. A copy of the Miscellaneous Report is given to Community Services so that they may compare the SAP postings to the Business Office Misc. Report for any discrepancies.

### Child Development Center

#### *Collection of Fees*

Every semester, child care fees are calculated by the Director of the Childcare Center. The Business Office is then provided with a roster of all students owing child care fees and the amounts due. The fees are typically due on the 5<sup>th</sup> working day of the month. The fees can be paid either by cash, money order, or credit card. The following process must be followed:

- The cashier must issue a receipt to the student
- One copy of the receipt is given to the parent along with the cash register tape
- The second copy is kept in the control file and the remaining copies are used for backup documentation for the weekly miscellaneous report
- The date and amount of the payment must be logged on the roster

Note: It is very important to record the payment on the roster as this is checked routinely by the Child Development Staff at the beginning of each month for any non- payments.

### Farm Operations

The Farm Operation Fund is the fund designated to receive all monies from the sale of produce, livestock, and other products of any farm operation of the District. Costs incurred in the operation and maintenance of such farm shall be paid from this fund in accordance with the Board of Trustees rules and regulations on auxiliary organizations.

#### *Bank Account*

If applicable, the campus shall have an established Farm checking account where all farm revenues will be deposited. All disbursements for the program will be made from this checking account as well.

#### *Cash Collections*

All remittances and invoices associated with the program should be directed to the Business Office. Any remittances or invoices received in the Agriculture Department should be forwarded to the Business Office. Details on posting procedures can be found in Appendix “B.”

#### *Purchases*

The Business Office shall perform the purchasing function for the Farm program. Purchases can be divided into two categories: (a) purchases for supplies, materials, and equipment, and (b) purchases for labor and labor-related services. Each of these categories is governed by separate provisions in the Education Code.

1. A signed purchase requisition is received in the Business Office.
2. A purchase order is issued. Two copies of each purchase order are forwarded to the Agriculture Department where the receiving function for all the Farm account purchases is carried out. Upon receiving the supplies purchased or services rendered, both copies of the purchase order shall be stamped “received” and approved by the Department Chair or the Dean. One copy, together with the authorized invoice shall be forwarded to the Business Office for payment. Details on recording the payment can be found in Appendix “B.”

#### *Sales Tax*

At the end of each quarter, the sales tax is calculated for all Farm sales and a check is issued to the State Board of Equalization. A copy of the check is forwarded to District Accounting for posting in SAP, and the payment is recorded in the check book.



## *Reporting*

At the end of each calendar month, an income statement shall be prepared by the CFA or designee showing the beginning and ending cash balances, sales revenue collected and disbursements made for the prior month. The original statement shall be forwarded to the District Accounting Office and a copy shall be sent to the Agriculture Department. The disbursements shall be classified by GL, i.e., salaries, supplies, other expense, and equipment. Additionally, the bank statement shall be reconciled to the books.

## Associated Student Organization

- The official Associated Student Organization (ASO) is that organization, authorized by the college administration in accordance with the provisions of Board Rule 9100, whose officers are elected by students who are officially enrolled in the college. It is not a separate legal entity.
- The governing body of the ASO shall have responsibility for and the authority over the raising and expending of ASO Funds under the trusteeship of the College President, subject to review by the Chancellor and/or Board of Trustees, and in conformity with policies governing ASO finance.
- The College President shall be directly responsible for ASO financial activities and shall be governed in this exercise by the Board Rules and Administrative Regulations S-2.
- In compliance with administrative regulation S-2, all funds raised or expended in and for the common treasury and general welfare of the ASO shall be managed by the VP of Administrative Services or his/her designee in keeping with all District policies and procedures in consultation with the ASO Advisor and ASO Treasurer/Financial Officer, under the direction of the College President.
- Club Presidents and Treasurers shall be made aware of campus and District procedures and shall raise, manage, and monitor funds discreetly and according to these guidelines.
- Management of the ASO Fund shall be in accordance with sound best business practices and budgetary and accounting procedures as outlined in administrative regulation S-2.
- Each auxiliary organization shall utilize an accounting system such as Peach Tree or Quick Books which is in accordance with generally accepted accounting principles and which meets the following requirements:
  1. Utilizes double entry accounting
  2. Utilizes fund accounting formats
  3. Produces the information necessary to provide accurate financial reporting

### *Cash Receipts*

1. A pre-numbered receipt must be filled out for all ASO, scholarship, and club collections brought to the Business Office for deposit. The receipt must include the date, name, and account number to be credited.
2. Cash receipts must be recorded daily to the individual ledger including club and scholarship accounts. A cash receipt summary journal should also be maintained monthly in Excel.
3. The payment is then rung up on the register.
4. The ASO Membership and the Student Representation fees are collected online on the student information system. The collection is deposited along with all the other online fees. At the end of each month, a cash receipt detail summary is compiled using the online collection report and is used for backup documentation to issue a miscellaneous check payable to the college ASO.
5. The check is then deposited to the appropriate ASO account.

### *ASO Disbursements*

1. All requests for checks and purchase orders should be submitted at least three (3) days prior to the date needed. (This may vary by location)
2. All equipment purchases and building improvements exceeding \$2,000 require the approval of the College President, Vice President of Student Services and Vice President of Administrative Services.
3. Expenditures must be budgeted and approved by the ASO Finance Committee and Senate.
4. Expenditures from a budget account require the signatures of the ASO Treasurer as well as the ASO Advisor and the Vice President of Student Services.
5. Expenditures from a club account require the approval of the Club Treasurer and the Club Advisor.
6. Scholarship requests require the approvals of the Administrator of the scholarship and the Vice President of Student Services. The request must include the student's social security number. It should be verified that the student has no outstanding holds before issuing the check.
7. Requests for checks must meet the following criteria: (a) the request must be scrutinized for legitimacy and accuracy (b) the item must be received (c) an original receipt or an original invoice must be attached.
8. For mileage reimbursement, the Mileage Claim form must be filled out.
9. An Expense Summary form must be filled out for lodging, meals, and other transportation expenses.

10. Checks will normally be released or mailed directly to the vendor or individual recipients. If a check is needed for an event occurring on a weekend, the Business Office may give the check to the ASO Advisor or his/her designee.

### *Trust Accounts*

The Business Office shall maintain a permanent file for each long-term arrangement that has been established in the trust accounts. The file should include the initial donor information form which stipulates the terms for awarding the scholarship and other pertinent information relating to how the scholarship will be funded and closed out. A record must be kept of all receipts and disbursements. Additional pertinent documentation such as applications, essays and references used for the awards should also be maintained for a reasonable amount of time. A five year retention period is recommended.

When funds are received, a pre-numbered receipt must be filled out and the funds are deposited.

### *Disbursing Scholarship Funds*

- Scholarships shall be disbursed in accordance with the terms stipulated by the donors.
- The Scholarship Check Disbursement form is first received from the Financial Aid Office with all required signatures.
- The designated Business Office staff person should then clear the student's registration fee account and bookstore account.
- The balance of the funds should be disbursed to the student. The funds may be disbursed all at once or over a period of time depending on the terms of the donor.
- The disbursement is posted to the Trust accounting record and the student's folder is updated.

### The College Newspaper

In the Business Office, the College Newspaper is also known as the Journalism account.

### *Bank Account*

Each campus shall have an established Journalism checking account where all advertising receipts will be deposited. All disbursements for the program will also be made from this checking account.

### *Cash Collections*

All remittances and invoices associated with the program should be directed to the Business Office. Any remittances or invoices received in the Journalism Department should be forwarded to the Business Office.

### *Advertising Manager's Commission Calculation*

At least monthly, the CFA or designee shall calculate the advertising manager's commission as follows: Commission equals 15% of advertising revenue collected since the last payment. The CFA may authorize a check to be issued from the Journalism bank account in the amount due the advertising manager. The account number to be charged is 10140-239200- X0000B. A copy of the check will then be sent to the District Accounting Office for posting in SAP. During the first week of January, a letter of transmittal shall be sent to the District Accounts Payable Office, giving the name of employee, SS#, and total amount of payments so that a 1099 is mailed to the employee for tax purposes. Details on the billing procedure can be found in Appendix "C."

### *Purchases*

The Business Office shall perform the purchasing function for the Journalism program. Purchases are divided into two categories, namely purchases for supplies, materials, and equipment, and purchases for labor and labor-related services. Each of these categories is governed by separate provisions in the Education Code. The procedure is as follows:

1. Purchase requisition is received in the Business Office.
2. A purchase order is prepared. Two copies of each purchase order are to be sent to the Journalism office where the receiving function for all Journalism account purchases will be carried out. Upon receiving the supplies purchased or services rendered, both copies of the purchase order are to be stamped "received". One copy, together with the invoice must be forwarded to the Business Office for payment.

### *Payment processing*

All the necessary documents will be batched for payment at the Business Office. These documents will include the vendor's invoice, a copy of the purchase order stamped "received" from the Journalism Office and a copy of the freight bill if any. When all the documents are complete for a purchase,

- a. A check is issued from the Journalism bank account to pay for the purchase.
- b. After the check is issued, the invoice will be stamped "paid".
- c. The check is posted in the general ledger.
- d. A copy of the check is sent to the District Accounting Office for posting to SAP.
- e. The check voucher together with the invoice and all the supporting documents will be filed in the Business Office.

## *Reporting*

At the end of each calendar quarter, a statement showing the beginning and ending cash balances, advertising revenue collected, and disbursements made for the quarter shall be prepared by the College Fiscal Administrator or his/her designee and forwarded to the District Accounting Office. The disbursements shall be classified by GL, i.e., salaries, supplies, other expense, and equipment.

## Instructional Service Agreements (ISAs)

Colleges must follow all requirements contained in the State Chancellor's Office Contract Guide for Instructional Service Agreements between College Districts and Public Agencies.

1. The College or District must have a written agreement or contract with the contractor stating the responsibilities of each party and that the College or District is responsible for the educational program conducted on site.
2. The agreement/contract contains procedures, terms and conditions relating to (1) the enrollment period (2) student enrollment fees (3) the number of class hours sufficient to meet the stated performance objectives (4) supervision and evaluation of students, and (5) withdrawal of students prior to completion of a course or program.

### Receipts:

1. The Business Office shall issue a pre-numbered receipt for all money received for Instructional Service Agreements. The receipt must include the date, name, and account number to be credited. For certain programs, the District Accounting Office may ask that the check be sent to them for deposit.
2. A copy of the cash receipt must be sent to the Program Director of the ISA.
3. The collection is then deposited and recorded onto the Miscellaneous Report.

### Invoicing:

1. The Business Office shall be responsible for preparing, controlling, and monitoring all invoices that are generated at the College, unless it is determined by the VP of Administrative Services that another area such as the Contracting Office shall assume those responsibilities.
2. All invoice payments should be sent to the Business Office. Upon receipt of any check payments, the Business Office may generate a receipt at the request of the vendor. All receipts shall be prepared in accordance with the procedures for cash receipts.

3. Periodically, but not less than quarterly, the Business Office or other assigned area shall review the files for unpaid invoices and notify the Program Director for further follow-up.

Reporting:

1. All collections must be reported on the Miscellaneous Collections Report to the appropriate income account.
2. The report must be approved by the CFA or designee.
3. The report is forwarded to the District Office for posting in SAP.

Note: It is crucial that the deposits and the reporting be done in a timely manner as each program is required to submit their reports to the funding agency on a quarterly basis.

## STUDENT ACCOUNTING

### Financial Aid Disbursements

#### *Electronic Disbursements*

Most student financial aid rewards are disbursed electronically through the District's partnership with Higher One. A student can elect to have an electronic deposit sent to his/her current bank account or to a checking account known as a "OneAccount." The OneAccount is a fully functioning FDIC checking account with no minimum balance and no monthly fees and is linked to a MasterCard debit card.

The myLACCD cards are issued to LACCD students who applied for financial aid with a matching Student ID to the mailing address on file. In order to receive their rewards electronically students need to activate their account by entering the 16-digit number on the card at the [www.mylaccdcard.com](http://www.mylaccdcard.com) website. It is at this website that students choose their disbursement preference.

#### *Lost Cards*

For undelivered or lost cards that are "**not yet activated**," students can request a replacement card for which there is a \$10 fee through the Business Office.

1. Verify current student mailing address in DEC
2. Collect the \$10.00 fee and issue a pre-numbered receipt. The original receipt must be given to the student and a copy kept in the Business Office files
3. The Business Office will post the payment on the student's record in DEC using the S074 screen and subsequently remove the hold
4. The student must then go to the Financial Aid office to request a replacement card and change the address if needed.

To replace lost cards that have been already "activated," students must contact Higher One directly. The Higher One Customer Service hotline is 1-866-663-2228.

#### *Updating the Student's Address*

1. Verify current student mailing address in DEC
2. If the mailing address needs to be updated, the student must show proof of identification

3. Complete and sign the *Address Update & Student Authorization for Special Fees Form* and stamp “PAID” upon payment
4. Issue a pre-numbered receipt and give original copy to the student
5. Forward completed and stamped form to the staff authorized to update student information and the ordering of replacement cards
6. Authorized staff should verify information from the signed/stamped *Address Update & Student Authorization for Special Fees Form* with the information indicated on the Higher One database ([www.HigherOneSupport.com](http://www.HigherOneSupport.com)). If information matches, a card replacement order can be placed. If the mailing address is different, an accounting assistant/technician or authorized classified staff needs to update information at [www.higherOnesupport.com](http://www.higherOnesupport.com)
7. Place a hold on student’s record in DEC using the S074 screen and subsequently post payment when applicable
8. Complete “For Office Use” portion
9. File processed requests in a binder, preferably in alphabetical order

#### Post-9/11 GI Bill (Chapter 33)

The Post- 9/11 GI Bill, also known as Chapter 33, provides VA Education Benefits to eligible veterans and services members who served at least 30 continuous days on active duty after September 11, 2001. Certain qualifying dependents may also qualify.

VA benefits include:

- Tuition & Fees
- Monthly Housing Allowance
- Annual Books & Supplies Stipend

The College receives payments for students’ fees and tuition directly from VA on behalf of each eligible student as follows:

- (1) College Veterans Certifying Official (VA Rep) certifies veteran enrollment by semester
- (2) VA rep sends the list of veterans who have been certified to Business Office
- (3) Business office covers the payments by setting up “OC”



- (4) VA approves payment
- (5) VA wires tuition & fees payment to bank reconciled by District Accounting Office
- (6) District Accounting provides list of funds received for veterans by campus
- (7) District Office forwards the list to campus Business Office and VA representatives
- (8) College Business Office updates fees to veteran's record (S063)- "CK" mode of payment by reversing "OC" on S064
- (9) Miscellaneous Collections Report shows VA 33 collection on cash & check section

If the college prefers to receive a paper check, skip numbers 5, 6 & 7 above.

If a student's classes are paid by Financial Aid/BOG waiver, the VA representative should bill for only the fees that the BOG waiver doesn't cover. (Generally this amounts to \$12.00 dollars as follows: \$11.00 health fee plus \$1.00 student representation fee).

Schools should report the amount of tuition and fees charged the individual after deducting any amounts paid with **Federal Funds** (excluding Title IV funds). The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

- Unsubsidized and Subsidized Federal Family Education Loans (FFEL)
- Unsubsidized and Subsidized Federal Direct Stafford Loans
- Federal Perkins Loans
- FFEL Parent (PLUS) Loans, Federal Direct PLUS Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant

Examples of programs that provide educational assistance with non-Title IV Federal Funds include:

- Reserve Officers Training Corps (ROTC)
- Military Spouse Career Advancement Accounts (MyCAA)
- Health Professionals Scholarship Program (HPSP)
- Government Employees' Training Act (GETA)

*NOTE: The list above is not all-inclusive. It just lists examples of Federal programs that offer tuition assistance to certain individuals.*

If the school submits an enrollment certification to VA and subsequently receives federal funds for the student's tuition and fees, the school will need to submit an amended

enrollment certification (VA Form 22-1999) correcting the amount of tuition, fees, and yellow ribbon funds (if applicable) to VA. Likewise, if a school subsequently receives or applies a tuition discount or state waiver (if the discount/waiver must be applied to tuition), then the amount of the discount/waiver must be deducted from the amount reported to VA.

Colleges are responsible for handling refunds on these payments as follows:

*Conditions Requiring the Return of VA Funds*

- The student never attended classes for which he/she was certified (regardless of the reason for non-attendance). The student completely withdraws on or before the first day of the term
- The school submitted an amended enrollment certification and reported reduced tuition and fee charges, reduced Yellow Ribbon amount, or both. (Reductions based on the student's action should be reported on a 1999B with changes in the enrollment)
- The student is not enrolled in your school
- VA paid more than the amount reported on the certified enrollment
- Student died during the semester, or before start of the term
- The school received payment for the wrong student
- The school received a duplicate payment

*Returning Funds to the VA*

1) If you receive tuition/fees through EFT, you may return the full amount back using ACH return code R31. You can only send the full amount back. You cannot return a partial amount through EFT

2) If returning a Treasury check, mail the check to:

U.S. Department of the Treasury  
Financial Management Service  
P.O. Box 51318  
Philadelphia, PA 19115-6316

3) If sending a school check, mail the check to :

Attn: Agent Cashier  
Muskogee Regional Processing Office  
125 S. Main St.  
Muskogee OK 74401-7025

- (a) You must include the student's full name and social security number on the check
- (b) You may include up to 25 students on one check
- (c) Include an itemized spreadsheet listing full names, S.S.#s, and amounts
- (d) With the check, send a letter explaining why the funds are being returned

### *Situations Requiring Students to Pay Back Funds*

Students' classes are paid by VA before BOG waivers are applied, therefore if a VA student receives a fee waiver then he/she may owe monies back to the VA. Note:

- Contact the VA representative to adjust the fund
- VA will bill student
- Funds are limited to enrollment fees only

### Institutional Charges / Holds

#### *Definition*

The student's Financial Student Aid disbursement may be credited to his/her account directly for allowable charges such as tuition and fees, room and board (if the student contracts with the school), and prior-year charges not exceeding \$200 (two-hundred dollars). Allowable charges may also include other educationally related charges incurred by the student at the school so long as the student or parent gives written authorization. (Federal Student Aid Handbook, vol.4, Chapter 1, pg 11).

Institutional charges include enrollment, tuition, health fees, and student representation fees. However, book loans, emergency loans, advances, returned check fees, loan defaults, library holds, drop fees, HigherOne (H1) card replacement holds, financial aid overpayments, equipment and lab fees, and other non-mandatory fees can be deducted from the students' financial aid disbursement subject to the limitations as stated in the Federal Student Aid handbook.

#### *Placement of Institutional Charges*

1. Any fee hold placed against the students' financial aid should be done by designated and duly authorized Business Office staff.
2. All supporting documents related to the placement of holds should have the amount, date when the hold was placed and the name of the Business Office staff that placed the hold. The supporting document must be filed and accessible to other staff at anytime.

3. The hold is placed using the S074 screen in the Student Information System to create the charge.

#### *Removal of Institutional Charges*

1. Institutional Charge holds should be removed upon receipt of payment. Only designated and duly authorized Business Office staff can apply and/or post payment.
2. The student is due a receipt whenever a payment has been applied towards her/his account.
3. Holds, along with any full or partial payments, are applied using the S074 screen in the Student Information System.
4. Payments on institutional charges/holds for enrollment, tuition, health fees, and any other mandatory fees are automatically posted using the S063 screen in the Student Information System upon disbursement of financial aid funds.
5. District Office will send a warrant to the Business Office when financial aid funds are disbursed for students with non-mandatory institutional holds.
6. The date of payment(s) and the name of the designated and duly authorized Business Office staff responsible for the hold removal should be indicated.
7. Fully paid institutional fees should be filed and kept in a separate binder.

#### *Refund / Reversal of Institutional Charges*

1. Refunds can be requested in writing by the student or the Financial Aid Office
2. Only the CFA or the Business Office supervisor can approve the refund or reversal of any institutional charges
3. Refunds should be issued with a check thru the regular refund process in DEC using screens S064 and S066. Cash refunds should be used only in emergency situations.

#### *Reversal of Title IV Funds*

If the student is ineligible for the financial aid funds and the institutional charge has been processed, the following procedures should be followed:

1. Financial Aid Office will notify the Business Office
2. Business Office will send an email to the District Accounting Office requesting a reversal
3. District Office will reverse the fund payment
4. District Office will process the refund to repay the Financial Aid Program.

### Student Refunds

A refund, if applicable, can be issued to a student only during the refund period and only if he/she provides proof that a refund is due. The following refund schedule applies to all fees paid to the Los Angeles Community College District except parking fees.

1. For regular-length session (fall, spring, summer), a full refund may be issued through the second week of instruction; no refund after second week of instruction.
2. For short-term sessions (less than regular), a full refund may be issued through 10% of class length; no refund after 10% of class length has elapsed.

Note: There will be no refunds made for parking fees unless the parking decal is returned undamaged within the refund period stated above.

All refunds must be requested by the student on the Refund Request form. The form can be presented in person to the Business Office or may be faxed or scanned and emailed as long as it has the student's signature.

1. *Cash Refunds* - No cash refunds are permitted except in emergency situations
2. *Check Refunds* - Refunds must be made by check for all items originally paid by check. Refund checks can be issued only after the student's check has properly cleared the bank. (Normally there is a three week waiting period unless the student presents the cancelled check as verification that the funds were received by the College). Adequate time must be allowed by the Business Office before issuing the refund to ensure that the student's check will not be returned by the bank. Once confirmation is received that the student's check has cleared, a refund check will be processed and mailed within 72 hours of the student's original request.
3. *Credit Cards* - Refunds must be made by credit for all fees originally paid with a credit card. The credit must be issued to the same credit card account that was used to process the original purchase.

## International Students

### *International Student Medical Insurance (IMED)*

Effective in the Fall 2007 semester, international students attending any college in the Los Angeles Community College District under an “F” or “M” visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student’s behalf. Board Rule 2309.30, adopted August 23, 2006.

International students (with F1 Visa (citizenship = 5) and non-resident code = 600) active in any subject, including both credit and non-credit subjects, will be required to pay the International Student Medical Insurance fee (IMED fee).

#### *Collection and Reporting*

1. IMED fees may be paid online or in person.
2. IMED fees are collected and posted as a regular on-line fee in DEC screen S063.
3. One IMED fee covers District-wide college enrollments.
4. Coverage Periods:

Fall coverage (6 mos. period): 8/15 - 1/31 (Fee covers fall and winter enrollments).

Spring coverage (6 mos. period): 2/1 - 8/31 (Fee covers spring and summer enrollments).

Summer coverage for new students only: 6/1 - 8/31 (Fee covers new, first-time student summer enrollments only).

Winter coverage for new students only: 1/1 - 1/31 (Fee covers new, first time student winter enrollments only).

5. Effective Fall 2007, reporting of the student IMED fee payments begins one month prior to term start date in DEC.

#### *IMED Fee Refund*

1. Full refund can be claimed before the first day of instruction. The refund is prorated thereafter.
2. The student is required to complete a form that will be signed by both the International Student Advisor and the Business Office (the Business Office will verify that the student has paid the IMED fee and that the student meets the drop date requirement using S004 screen).

3. The above mentioned form should then be sent to the District office via fax or email to the attention of the Director of Accounting's administrative assistant. The administrative assistant will then contact the insurance vendor. If entitled to a refund, the vendor will send a check directly to the student. In the event that the student's address is not updated, the check will be routed to the campus Business Office by the District or the vendor for delivery to the student.
4. The Business Office must keep a copy of all refund-related documentation submitted to the District Office.

**APPENDIX “A”**  
**COTOP PROCEDURES**

COTOP Submittal Procedures and Specifications:

1. Prepare an ASCII text file that includes:
  - a. The standard District Code
  - b. Last name
  - c. First name
  - d. Middle name (optional)
  - e. Individual’s SSN
  - f. Amount outstanding (amount should be entered without a decimal)
  - g. Type of obligation
  - h. Special District Code
2. Fill out the Transmittal Document
3. Submit the information either on a diskette or CD Rom and then e-mail the file (the data file may be submitted as an attachment)
4. To ensure protection, the file must be zipped. Your campus IT Department staff can instruct you on how to zip a file. Note: Do not send data in a spreadsheet format.

Please keep in mind that we receive 75 percent (75%) of whatever amount is offset. Therefore, if the college wants to collect the full amount you need to add 25 percent (25%). Be sure that your notification letter advises the debtor of the 25 percent (25%) non-refundable charge.

The Business Office Supervisor shall issue a letter to the student or employee advising that the check submitted by them has been returned by the issuing institution for the reason stated. If the issuer is a student, use the **sample letter to student** as the basic template for the letter; if issuer is an employee, use the **sample letter to employee** as the template. The letter should state that the recipient has 30 days to remit the full amount of the funds due the college. You should also include a copy of the returned check.



## APPENDIX “B”

### FARM OPERATIONS

#### Cash Receipts Procedure:

1. Receive check or cash from farm employee
2. Post payment onto a master receipt: include date, name of client, and total dollar amount
3. Bank stamp the checks
4. Prepare the deposit slip
5. Give the cash and checks along with the receipt and the deposit slip to the cash room for deposit
6. Record the deposit in the check book

The deposit will appear in SAP as follows:

DR. CNB- Farm (Loc-1-912004)	xxx
CR. Farm income (Loc - 10031-884600- X0000A	xxx

#### Payment Processing:

At the Business Office all the necessary documents will be batched for payment. These documents will include the vendor’s invoice, a copy of the purchase order stamped “received” and approved by the Agriculture Department, and a copy of the freight bill if any. When all the documents are complete for a purchase,

- a. A check shall be issued from the Farm bank account to pay for the purchase.
- b. After the check is issued, the invoice shall be stamped “paid”.
- c. The check should then be recorded in the check book.
- d. A copy of the check is sent to the District accounting office for posting to SAP.
- e. The check voucher together with the invoice and all the supporting documents will be filed in the Business Office.

The check posting will appear in SAP as follows:

DR. Supplies Account (10031-452100-X----B)	xxx
CR. CNB-Farm (Loc. 1-912004)	xxx

## APPENDIX "C"

### JOURNALISM ACCOUNT

#### Accounts Receivable

Request billing sheet from Ad Manager:

1. For each ad sold, the billing sheet should include:
  - Name and address of clients to be billed
  - Name and address of clients who paid in advance, including payment and receipt.
2. Post "PAID" in red on billing sheet for "Prepaid" cash received.
3. Total cash received with billing sheet. Balance with receipts. Run tape and attach tape to receipts.
4. Post total received for advertising and prepaid ads onto Ad Manager Ledger sheet as "Classified Ads"
5. Deposit cash and checks:
  - a. Bank stamp checks
  - b. Total cash and checks separately. Run 2 tapes for each.
  - c. Write a master receipt. Include clients name, date of run, issue #, and amount.
  - d. File yellow copy of Master Receipt in the Newspaper office, the pink and white go to the Cashier in the Business Office along with the deposit.
6. Post total of deposit onto the general ledger.
7. Bill for ads which were not prepaid.
  - Issue invoice from Billing sheet "to bill"
  - 1. Include address of college and make sure to include attention: Business Office.
  - 2. Name and address of client
  - 3. Current date (today's date)
  - 4. Issue #\_\_\_ (see Billing sheet)
  - 5. Account # (A/R for advertising is 10140- 889830-X0000A)
  - 6. Date of run of ad
  - 7. Description- example: for Valley Star Advertising)
  - 8. Total amount of bill
  - 9. Signature of CFA or his designee
  - 10. Mail invoice and be sure to include "Business Office" on the return address on envelope.

8. Receive check (plus remittance copy of invoice) from client.
  - a. Pull Accounts Receivable copy of invoice
  - b. Stamp invoice "PAID", and include: date of deposit, master receipt #, and total dollar amount paid
  - c. Post amount of payment onto Master receipt include: date of ad run, name of client, invoice #, and dollar amount
  - d. Post amount of payment onto the General Ledger
  - e. Bank stamp checks
  - f. Total cash and checks separately. Run 2 tapes for each
  - g. Fill out the deposit slip
  - h. Give the cash and checks along with the receipt and deposit slip to the cash room for deposit (Citi National)

The deposit will be posted onto the weekly miscellaneous collection report (offline). The entry to take up the transaction will be as follows:

DR. Cash in Journalism Account (Loc-1-912008)	xxx
CR. Advertising income (Loc - 10140-889830- X----A	xxx

Forward the report to District Accounting for posting on SAP.





Date:

Name and Address of person having tendered check:

Your check in the amount of **(enter dollar amount)** has been returned to the Business Office by your bank. Writing checks without sufficient funds in the account is a violation of California Penal Code.

All grades, transcripts, and records will be withheld until payment is received. Please send money order or cashier's check for the above amount plus **(insert amount charged by bank for returned check)** returned check fee charged by your bank to the Los Angeles Valley College Business Office at the above address within 10 days of this letter.

Please be aware that this matter will not simply go away but will be pursued by all legal means available including, but not limited to filing a Bad Check Complaint with the Los Angeles District Attorney's Office.

To reiterate, we expect payment of **(total dollar amount including bank fee)** by **(date 10 days out)**.

Sincerely,

(Name), (Title)  
Business Office  
Los Angeles Valley College  
5800 Fulton Avenue  
Valley Glen, CA 91401

**SAMPLE LETTER TO EMPLOYEE**

(USE COLLEGE LETTERHEAD)

Date:

Name and Address of person having tendered check:

Your check in the amount of **(enter dollar amount)** has been returned to the Business Office by your bank. Writing checks without sufficient funds in the account is a violation of California Penal Code.

Please send money order or cashier's check for the above amount plus **(insert amount charged by bank for returned check)** returned check fee charged by your bank to the Los Angeles Valley College Business Office at the above address within 10 days of this letter.

Please be aware that this matter will not simply go away but will be pursued by all legal means available including, but not limited to filing a Bad Check Complaint with the Los Angeles District Attorney's Office.

To reiterate, we expect payment of **(total dollar amount including bank fee)** by **(date 10 days out)**.

Sincerely,

(Name), (Title)  
Business Office  
Los Angeles Valley College  
5800 Fulton Avenue  
Valley Glen, CA 91401

## **ON-LINE REGISTRATION CASH COUNT SHEETS INSTRUCTIONS**

The On-Line Registration Cash Count sheet is to be initiated by the money room cashier and forwarded to the person responsible for reconciliation of the online collections.

### **STEP 1:**

As the clerk counts individual registers from the online student fees, the information will be logged on the form.

Cashier line: Enter the name of the cashier responsible for the register or the bag number.

Cash line: Count the currency, bills and coins in the bag and enter the total on this line.

Checks line: Using a calculator with a printable tape, total the dollar amount of the checks. Enter this total on this line. Keep the printed calculator tape with the checks.

Credit Cards line: Total and verify the credit card slips then enter that total on this line.

Actual line: Sum of the three lines, Cash, Checks, and Credit Cards goes on this line.

### **STEP 2:**

Follow the above process for each of the registers.

### **STEP 3:**

When the form is completed for all the cashiers for the day, forward the sheet to the person responsible for the reconciliation of the online collections.



# Online Registration Cashcount

Cashier:	Cashier:
CASH	CASH
CHECKS	CHECKS
CREDIT CARDS	CREDIT CARDS
ACTUAL	ACTUAL
REPORT	REPORT
OVER/SHORT	OVER/SHORT

Cashier:	Cashier:
CASH	CASH
CHECKS	CHECKS
CREDIT CARDS	CREDIT CARDS
ACTUAL	ACTUAL
REPORT	REPORT
OVER/SHORT	OVER/SHORT

Cashier:	Cashier:
CASH	CASH
CHECKS	CHECKS
CREDIT CARDS	CREDIT CARDS
ACTUAL	ACTUAL
REPORT	REPORT
OVER/SHORT	OVER/SHORT

Cashier:	Cashier:
CASH	CASH
CHECKS	CHECKS
CREDIT CARDS	CREDIT CARDS
ACTUAL	ACTUAL
REPORT	REPORT
OVER/SHORT	OVER/SHORT

Cashier:	Cashier:
CASH	CASH
CHECKS	CHECKS
CREDIT CARDS	CREDIT CARDS
ACTUAL	ACTUAL
REPORT	REPORT
OVER/SHORT	OVER/SHORT

<b>TOTALS:</b>	Actual						
	Report						
	Over/Short						

**INSTRUCT**

**IONS**

The General Fund Cash and Checks form is to be completed as follows:

At the end of the business day the cash register is closed by getting a "Z" tape from that register.

There is only one register used for off-line collections.

All of the money and the receipts for that register go to the Money Room.

The money is hand delivered to the Money Room by one of the Regular Employees, not an unclassified employee.

After money is deposited into the bank, the Money Room Cashier sends the receipts and deposit slips to the Business Office.

These are hand delivered by one of the Money Room cashiers.

The form is then prepared by the Business Office from the information on the "Z" tape and the receipt.

Assigned to the Senior Accounting Technician

This report is due on a weekly basis, though the transactions occur daily.

This report is prepared or updated on a daily basis by the Senior Accounting Technician and forwarded to District Accounting office on a weekly basis. Transmission is done electronically on the Monday or first day of Business for the preceding week.

Miscellaneous Off-line Collections Journal Voucher														
SAP GL Account Document Header Data														
SAP GL Account Document Line Item Data														
G/L Account Description	Mon	Tues	Wed	Thur	Fri	Sat	Grand Total	G/L Account	Debit Amount	Credit Amount	WBS Element or Fund	Bus. Area	Assignment Number	Text
Library Fines							0.00	887820		0.00	V0000A	10100	V000	
Non-Resident Application Processing Fees							0.00	887830		0.00	V0000A	10100	V000	
Parking Fees							0.00	887840		0.00	V0000A	10145	V000	MISC OFF-LINE
Community Services - Class Fees							0.00	887843		0.00	10010-V0000	10010	V000	MISC OFF-LINE
Community Services - Checks-Nova							0.00	887843		0.00	10010-V0000	10010	V000	MISC OFF-LINE
Student Records & Transcripts							0.00	887900		0.00	V0000A	10100	V000	MISC OFF-LINE
Rentals - College Sites							0.00	888200		0.00	V6260A	10100	V000	
Parking Citations							0.00	889040		0.00	V0000A	10100	V000	
Rentals - College Sites							0.00	888200		0.00	V0000A	10100	V000	
Other Local Income - Non-taxable							0.00	889800		0.00	V0000A	10100	V000	MISC OFF-LINE
Other expenses							0.00	589000		0.00	10767-V6010	10767	V000	
H1 Replacement							0.00	589000		0.00	D0264B	10151	V000	MISC OFF-LINE
Tap Collection							0.00	887835		0.00	V0000A	10100	V000	
Community Services - Administration							0.00	887856		0.00				
Extension Program							0.00	887857		0.00	10123-V0000	10123	V000	MISC OFF-LINE
Library Lost Books							0.00	422100		0.00	V5850A	10100	V000	MISC OFF-LINE
Salvageable Recyclable Income							0.00	884930		0.00	V0000A	10100	V000	MISC OFF-LINE
Woodbury Title V							0.00	818000		0.00	10775-V0000	10775	V000	MISC OFF-LINE
Returned Check Fee							0.00	889950		0.00	V0000A	10100	V000	MISC OFF-LINE
A/R Returned Checks prior							0.00	970103		0.00		10100	V000	MISC OFF-LINE
A/P - Suspense							0.00	951100		0.00		10100	V000	MISC OFF-LINE
Change Fund							0.00	913110		0.00				
Due from A.S.O.							0.00	916006		0.00				
A/P - Sales Tax							0.00	951002		0.00				
Due to A.S.O.							0.00	951009		0.00		10100	V000	MISC OFF-LINE
(Overage) and Shortage							0.00	589100		0.00	V2130A	10100	V000	MISC OFF-LINE
C.N.B. - Misc. (Clearing)							0.00	913302	0.00		10100	V000		MISC OFF-LINE
<b>Sub total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JV Total	\$ 0.00	\$ 0.00				
<b>Other Items:</b>								JV Prepared by:	Nick Tekie					
/R - Empl. & Misc. Ret. Checks & Fees							0.00	JV Approved by:	CFA					
A/R - Student Returned Checks & Fees							0.00	Distribute to:	BERNADETTE D. TRINIDAD					
<b>General Fund - Cash &amp; Checks Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JV Entered / Posted in SAP by:						
								SAP Document number:						

## **FINANCIAL AID FORM INSTRUCTIONS**

Financial Aid Cash and Checks Form completed as follows:

When students get overpaid for Financial Aid, they come in to the Business Office and make a payment.

Students are notified via letter from Financial Aid.

The student normally has the letter from Financial Aid instructing them to report to the Business Office.

Business Office issues a copy of the receipt to a student and prepares this form based on the receipts.

When a student comes in to make a payment, a receipt is issued to the student and then the form is prepared based on the receipts.

- Additional students are added to the form during the week in question.
  
- The report is due on a weekly basis.
- Entries for this report are made on a daily basis.
- The report is prepared by the Senior Accounting Technician.
- The report is due to the district accounting office by the end of the next business week.
- Prior to transmittal to the Accounting Department, the form is signed by the originator and reviewed by the CFA.
- The report is maintained on the C drive of the originator and a printed/signed copy is kept on file in the office.

This report is prepared as needs dictate.

**FORM E**

**FINANCIAL AID FORM**

# FINANCIAL AID OVERPAYMENT FORM INSTRUCTIONS

Miscellaneous Off-line Collections Journal Voucher																	
SAP GL Account Document Header Data																	
Doc. date		Posting date		Reference		Short text		Doc. type									
				CR 1807 V		V CC GF		SA									
SAP GL Account Document Line Item Data																	
G/L Account Description	G/L Account	Debit Amount	Credit Amount	WBS Element	Fund	Bus. Area	Assignment Number	Text	Daily Totals								
									Mon	Tues	Wed	Thur	Fri	Sat	Grand Total		
Student Grants	752000		0.00	20469-V7001	20469	V000			0.00								
Student Grants	752000		0.00	20470-V7001	20470	V000			0.00								
Student Grants - CalWorks-Child Care	752100		0.00						0.00								
Student Loans Receivable - D.O.E.	918100		0.00						0.00								
Nursing Loans Receivable - D.H.H.S.	918120		0.00						0.00								
Direct Loans - Subsidized - D.O.E.	918140		0.00	20481	20481	V000			0.00								
Direct Loans - Unsubsidized - D.O.E.	918141		0.00						0.00								
Student Grants	752000		0.00	20465-V7001	20465	V000			0.00								
Student Grants	752000		0.00	20467-V7001	20467	V000			0.00								
Student Grants	752000		0.00	20468-V7001	20468	V000			0.00								
Student Grants	752000		0.00	20493-V7001	20493	V000			0.00								
Student Grants	752000		0.00	20495-V7001	20495	V000			0.00								
Student Grants			0.00						0.00								
Student Grants			0.00						0.00								
Student Grants			0.00						0.00								
Student Grants			0.00						0.00								
City Natl Bank - Misc. (Clearing)	913302	0.00								0.00							
<b>Financial Aid - Cash &amp; Checks Total</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
JV Prepared by:										Nick Tekie							
JV Approved by:										CFA							
Distribute to:										BERNADETTE D. TRINIDAD							
JV Entered / Posted in SAP by:																	
SAP Document number:																	

Financial Aid gives a letter to the student.

The student will arrive at the Business Office with a letter from Financial Aid to process the transaction.

Student brings the letter to the Business Office to make a payment.

The payment by the student has to be in full.

Business Office issues a copy of the receipt (to the student) and retains the letter, with the original receipt and prepares this form.

The Business Office staff prepares the report on the following business day.

The form is retained by the Business Office for 3 years.

Report is due on a weekly basis.

The form is forwarded to the District Office Accounting via electronic transmission.

Hard copy filed in Business Office and the transmitted copy is maintained on the C drive.





This form is used when a student has had a check "bounce".

The student makes a payment for returned check and we issue a copy of the receipts.

When a student makes a payment on a returned check, a receipt for the payment is given to the student.

Payment must be in full, no partial payments allowed.

This form is completed from the original Business Office Receipt.

When a student makes payment on a returned check, the cashier issues the student a Business Office receipt and a cash register receipt with the actual check that was returned by the bank.

The Business Office receipt contains the following information:

Student Name; Student ID number; Date paid; Related Document number; Amount Paid.

The form is completed from the information on the receipt.

Form is due on a weekly basis.

The Business Office Staff completes the form. The form is then forwarded to the CFA for review.

This hard copy of the form is maintained on file in the Business Office for the prescribed period of time.

An electronic version of the form is transmitted to the District Accounting Office with a copy maintained on the C drive.

This form is completed as transactions occur.



Community Services brings their credit card report daily.

Business Office prepares this form based on their report.

Information provided by Community Services is entered on the report.

The report is completed by the Senior Accounting Technician; reviewed by the CFA.

The report is then transmitted electronically to the District Accounting office.

The hard copy is filed in the Business Office.

It is due weekly.

The report is completed by the end of the following week.

Community Services makes collections on a daily basis.

## **COMMUNITY SERVICE CREDIT CARD FORM**

Miscellaneous Off-line Collections Journal Voucher

Click the hyperlink below for the instructions to this form:  
[Credit Card Community Services Instructions.doc](#)

SAP GL Account Document Header Data

Doc. date	
Posting date	
Reference	CR 1807 V
Short text	V CC GF
Doc. type	SA

Business Office Activity  
 Credit Card - Community Services

SAP GL Account Document Line Item Data

GL Account Description	Daily Totals							Grand Total	GL Account	Debit Amount	Credit Amount	Cost Center or WBS Element	Fund	Bus. Area	Assignment Number	Text
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY									
<b>Receipts:</b>																
Community Services - Civic Center Fees							0.00	887841		0.00						
Community Services - Recreation Fees							0.00	887842		0.00						
<b>Community Services - Class Fees</b>							0.00	887843		0.00	10010-V0000	10010	V000			
Community Services - Non-Credit							0.00	887844		0.00						
Community Services - Computer Classes							0.00	887845		0.00						
Community Services - Video Production							0.00	887846		0.00						
Community Services - Cultural Events							0.00	887848		0.00						
Community Services - Theatre Arts Academy							0.00	887849		0.00						
Community Services - Special Events							0.00	887850		0.00						
Community Services - Swap Meet							0.00	887851		0.00						
Community Services - Program Development							0.00	887853		0.00						
Community Services - Satellite Operations							0.00	887854		0.00						
Community Services - Food Handlers							0.00	887855		0.00						
Community Services - Administration							0.00	887856		0.00						
Extension Program							0.00	887857		0.00	10123-V0000	10123	V000			
							0.00			0.00						
							0.00			0.00						
<b>Total Receipts</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
<b>Refunds:</b>																
Comm. Serv. - Refunds							0.00	887859		0.00						
							0.00			0.00						
<b>Total Refunds</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
C.N.B. - Credit Card - Misc. (Cleaning)								913323	0.00							
<b>Credit Card - Comm. Serv. Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00			<b>0.00</b>						

<b>JV Total \$</b>	<b>0.00</b>
JV Prepared by:	Nick Tektie
JV Approved by:	CFA
Distribute to:	BERNADETTE D. TRINIDAD
JV Entered / Posted in SAP by:	
SAP Document number:	

**CHILD DEVELOPMENT CASH AND CHECKS FORM**

Miscellaneous Off-line Collections Journal Voucher													
SAP GL Account Document Header Data													
SAP GL Account Document Line Item Data													
Click the hyperlink below for the instructions to this form: <a href="#">Child Development Instructions.doc</a>													
College													
Doc. date													
Posting date													
Reference <b>CR 1807 V</b>													
Short text <b>V CC GF</b>													
Doc. type <b>SA</b>													
Business Office Activity													
Child Development - Cash & Checks													
Daily Totals													
Mon Tues Wed Thur Fri Sat Sun Grand Total													
G/L Account Description													
Child Care - Center Fees													
Child Care - Insurance													
City Natl Bank - Misc. (Clearing)													
Child Dev - Cash & Checks Total													
General Fund - Cash & Checks Total													
Financial Aid - Cash & Checks Total													
Total Cash & Checks Deposit													
JV Total \$ 0.00 \$ 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00													
JV Prepared by:													
JV Approved by:													
Distribute to: BERNADETTE D. TRINIDAD													
JV Entered / Posted in SAP by:													
SAP Document number:													

## **JOURNALISM CASH AND CHECKS FORM**







Vending machine commission checks are deposited as received.

The Money Room cashiers deposit the checks into the bank.

Deposit slips are forwarded to the Business Office.

The money room cashiers prepare the Business Office Commission Report and forward it to the CFA or designee for review and approval.

## **VENDING MACHINE WEEKLY REPORT**

**Form L**

