

Cash Handling

Approval Authority	President
Responsible Executive	Chief Financial Officer (CFO)/VP Admin
Related Policies / Legislation	BPD-205 – Financial Management BRP-205.02 – Signing Authority 200 – Signing Authority 240 – Fraud Prevention 246 – Public Interest Disclosure

PURPOSE

This policy defines the roles and responsibilities related to the handling of cash and cash-like instruments (together referred to as cash) at the University of the Fraser Valley (UFV or the university) and outlines the minimum standards required to ensure secure, accurate, and accountable management of cash transactions.

SCOPE

This policy applies to all UFV employees who are authorized to handle cash while conducting university business.

While UFV is actively transitioning toward a cashless operating environment, it recognizes that certain business activities may necessitate the use of cash. In such cases, appropriate procedures must be followed to ensure secure and compliant handling.

DEFINITIONS

In this policy, the following definitions apply:

Cash includes cash currency, cheques, debit, and credit card transactions.

Cash-like instruments include negotiable instruments or near-cash items that can be converted into cash and present similar theft / fraud risk, such as money orders, bank drafts, certified cheques and similar.

Internal control refers to the structured processes and procedures implemented by the university to protect its assets, ensure the accuracy of financial and operational information, and prevent or detect errors, fraud, and/or theft.

Petty cash funds refer to small amounts of cash kept on hand to pay for minor, routine expenses when it is impractical to use other payment methods. Petty cash funds are approved and replenished through the Financial Services department (Financial Services).

Segregation of duties refers to the key internal controls designed to safeguard university assets by ensuring the responsibilities for receiving cash, recording cash transactions, and reconciling accounts are assigned to separate individuals.

POLICY

All UFV departments and offices are responsible for ensuring that all cash received is securely handled and promptly deposited into an authorized university bank account. These activities must be conducted in accordance with the internal control procedures outlined below. All funds received and deposited into a university account are considered the property of UFV.

REGULATIONS

All UFV departments and offices are responsible for secure custody and safekeeping of cash until it is deposited through Financial Services into an authorized university bank account.

Prohibited Use of Cash

Under no circumstances is cash received for a specific activity to be used for any other purpose. Employees are prohibited from cashing cheques from university deposits, borrowing university funds for personal use, altering cash records, misapplying receipts to conceal shortages, making purchases or using for salaries, wages, or honoraria. Such actions constitute serious misconduct and may result in disciplinary action, including termination and/or legal prosecution.

To ensure proper financial stewardship, deposits must be made on a regular basis in the interest of:

- Security – Cash held on university premises is vulnerable to loss or theft.
- Timeliness – Ensure funds are available to the university sooner, maximizing the potential benefit of interest earned on bank account balances.
- Operational Efficiency – Regular deposits support timely processing and reconciliation of cash, improving accuracy and reducing administrative delays.
- Privacy Protection – Personal information associated with cash (e.g., donor details on cheques) must be securely handled to protect individuals and comply with applicable privacy legislation.

The following guidelines and procedures must be documented, maintained, and communicated and followed within any department or area receiving cash:

1. Cash must be securely stored at all times in a locked safe or other approved, locked location. Under no circumstances should cash be sent through the mail or interoffice mail.
2. Receipts, debit and credit card transactions must be handled with equivalent security measures to prevent loss or unauthorized access.
3. Departmental receipt books are to be ordered from UFV Print & Creative Services.
4. Receipts must be issued to customers for all transactions where funds are received by UFV. Copies of receipts must be retained and systematically tracked to support regular account reconciliation. In the event of a voided transaction, both the original and voided receipts must be retained and signed by a supervisor, in accordance with UFV's one-over-one Signing Authority Policy BRP-205.02.
5. Refer to the Business and Travel expense Procedures s.(H)(1)(d) for guidelines on how to handle the distribution of cash.
6. To ensure proper custody and safekeeping of cash, departments and offices must implement segregation of duties and restrict access to cash. At a minimum, cash handling must be separated from the control and reconciliation of receipts. Ideally, a single designated individual should be responsible for the safekeeping of cash. In exceptional cases where these minimum standards cannot be met, departments must consult with Financial Services to establish appropriate alternative procedures.
7. Employees responsible for handling cash must be familiar with basic counterfeit detection techniques to ensure the authenticity of the currency received.
8. All financial records, including documentation of transactions, must be retained for a minimum of seven years. After this period, records must be disposed of in accordance with the university's official retention procedures.
9. Remittances to the university in the form of cheques and bank drafts must be payable to the University of the Fraser Valley.
10. Departments and offices are responsible for ensuring that all deposits are accurately coded to an appropriate account, as designated by Financial Services. Deposits must be supported by matching receipts or invoices. This requires completing the *Deposit Submission Form* in full and submitting it via a *Cash Report* ticket in the TDX system. Cash must be sealed in an envelope, clearly labeled with the ticket ID on the outside, and securely hand-delivered to Financial Services (campuses other than Abbotsford)

main campus must contact the Accounts Receivable Office within Financial Services to arrange deposit delivery).

11. All cash received must be deposited in full and accurately tracked and recorded and accompanied by supporting documentation.

Petty cash funds are not authorized for use by any department or office unless prior written approval is obtained from the Director of Financial Services. For small purchases, it is recommended an employee issued UFV Purchasing Card (Pcard) be used for these purchases following institutional procurement guidelines.

If a department identifies any unapproved or unaccounted for petty cash funds, the funds must be returned promptly to the Accounts Payable Office within Financial Services. Departments are responsible for reconciling any petty cash on hand and submitting the funds in accordance with deposit submission procedures.

APPENDICES

- [Print & Creative Services](#)
- [Deposit Submission Form](#)
- [Cash Report Ticket](#)
- [UFV Scotiabank Visa Purchase Card \(Pcard\)](#)
- [Business and Travel Expense Procedures](#)