



Title: **Money List Guidelines**

Function: **Process** (pg. 1 of 2)

POLICY STATEMENT

Faculty, staff, students, and volunteers who receive University monies are responsible for the collection, safekeeping, and deposit of all monies entrusted to them and for the safety of employees who handle the monies. For the purposes of cash management, the term "monies" is defined to include cash, checks, credit card payments, money orders, and other negotiable instruments whether received in person, by mail, or by telephone. (UAPPM 7200 1.0)

APPLICABILITY

All Family and Community Medicine employees (faculty, staff, students, and volunteers)

GUIDELINE AUTHORITY

This guideline is approved by the Department Administrator and / or the Chair of FCM

INTERNAL CONTROL

A) Mandatory Cash Management Training

- i) All personnel and their supervisors who handle monies and/or create money lists are required to complete the Cash Management Training and submit their certificates of completion to the FCM accounting unit.
 - (a) The Cash Management course is an EOD course found on-line at the Learning Central Station. <https://learningcentral.health.unm.edu/learning/user/login.jsp>
- ii) For auditing support, copies of the certificates are kept in the department and sent to the HSC Unrestricted Accounting office.

B) Timeliness and Efficiency of Deposits

- i) The programs receiving monies for application fees, UNM workshop fees, etc. will provide the accounting unit with any checks/cash received on a daily basis of \$50 or more, or for multiple checks/cash that are in total more than \$50. If the total deposit is less than \$50, the deposit can be accumulated up to one week.

C) Segregation of Duties-Live Check Process

- i) To create a live check process, segregation of duties is essential and will require three persons for the following duties:
 - (a) Create and maintain password protected check/money list log

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Function: **Guidelines** (page 2 of 2)

(b) Create Money list

- (i) A UNM business purpose and employee /student name (if applicable), appropriate index and account code information are required information on a Money List

(c) Reconcile check log to deposits

D) The Money List will be created by the program manager/assistant and the accounting unit will provide the services for the check/money list log, deposit and reconciliations. There must be separation of duties between the accountants receiving the monies and depositing the monies.

E) Cash

i) Pre-numbered Receipts

- (a) UNM Business Policy 7200 Section 3.2.1 requires each employee who accepts monies to have pre-numbered receipts. These receipts are to be administered to the program employees who have delivered cash to the accountant accepting monies.

ii) Deposit Review

- (a) The deposit including the monies and the Money List must be reviewed by a separate accountant before sending the deposit to FSD for pickup from UNM Cashiers.