



TRINITY VALLEY COMMUNITY COLLEGE

CASH CONTROL MANUAL

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I. INTRODUCTION

The purpose of this manual is to present in an organized manner the cash control functions at Trinity Valley Community College. This manual will serve as an orientation vehicle for new employees as well as a reference manual for the seasoned employee.

II. ACCOUNTING METHOD

A. External Reporting

Effective with fiscal year ended August 31, 2002, the audited financial statements contained in the Annual Financial Report are prepared in accordance with GASB statements 33, 34 and 35.

B. Internal Accounting and Reporting

Prior to 2002, fund accounting was the required method of accounting and external reporting for not-for-profit institutions of higher education. The college still uses the fund accounting method for internal accounting and reporting as it more accurately reflects the operations and fund flows of the institution. The following is an excerpt from the Higher Education Finance Manual published by the National Center for Educational Statistics that explains fund accounting:

The characteristics that have a major influence on the kind of reporting used in higher education are (a) the not-for-profit nature of higher education institutions and (b) the unique flow of revenues in higher education.

1. Not-for-Profit Nature of Higher Education

Higher Education institutions are created to carry public service rather than to produce profits. Naturally, the institution will want to be able to provide for its future operating needs. The user of higher education financial data, however, should focus on the sources and uses of institutional resources and the way in which those uses contribute to the attainment of the institution's objectives.

2. Flow of Revenues

In the profit sector, each product is purchased by one consumer who pays at least the company's full cost of producing the product. However, in higher education the "products" (instruction, research, public service, etc.) are paid for by a number of sources (private gifts, tuition, governmental appropriations, etc.), each of which pays some portion of the total cost. The persons or agencies providing the revenues are not necessarily the same persons or agencies that directly benefit from the products of higher education (e.g., donors usually receive no goods or services in return for their gifts).

Donated monies are a source of income for higher educational institutions. However, such monies are often donated with accompanying “restrictions” that stipulate how they are to be used by the institution. These restrictions usually are specified by the donor as a precondition for the acceptance of the funds by the institution and are legally binding. Funds also are received in return for goods or services that must be rendered to the payer. These monies may be either unrestricted funds (e.g., student tuition) or funds upon which very specific restrictions have been placed (e.g., federal grants). This mixture of restricted and unrestricted funds introduces to higher education financial reporting an additional dimension that does not exist in the profit sector.

III. ACCOUNTING POLICY

A. Fund Group Concept

A fund is defined as an accounting entity with a self-balancing set of accounts consisting of assets, liabilities, and fund balance. Since many funds have the same characteristics, they are combined to make funds groups.

A fund group is used to report all those institutional resources that are available for, or restricted to, the same purpose. Each fund group may include resources that are restricted to a particular purpose as well as those unrestricted resources that the institution decides to use for the same purpose.

Trinity Valley Community College has the following fund groups and funds:

- Fund Group 1 = Current Funds Unrestricted
 - Fund 1 = General Operating
 - Fund 2 = Auxiliary Enterprises
- Fund Group 2 = Current Funds - Restricted
 - Fund 1 = General Fund - Restricted Local, State & Federal Grants.
- Fund Group 3 = Loan Funds
 - Fund 3 = Student Loan Funds
- Fund Group 4 = Endowment & Similar Funds
 - Fund 4 = Endowment Funds
- Fund Group 5 = Plant Funds
 - Fund 5 = Retirement of Indebtedness, Investment in Plant
- Fund Group 6 = Agency Funds
 - Fund 6 = Agency & Scholarship Funds

B. Unrestricted and Restricted Funds

Restrictions often are placed on the use of certain institutional funds. However, there are various types and degrees of restrictions. Unrestricted funds are monies that the institution's management may use for any purpose it deems necessary. Restricted funds are and must be used only for that purpose. Generally, any monies added

directly to a fund group other than the “current operating fund group” are restricted. All unrestricted funds the institution receives must be reported first in the unrestricted “current operating fund group.” If necessary or desirable, they may be classified as designated and transferred to another fund group.

C. Transfer and Interfund Borrowing

Accounting for the institution’s resources in several fund groups is somewhat analogous to several distinct businesses operated by one manager—the institution. Therefore, it is not unusual for the institution to make transfers between fund groups whenever necessary and permissible. If the institution determines that one fund group needs additional resources in order to adequately perform its functions, the institution often will “borrow” them from the unrestricted funds of one of the other fund groups. If it is intended that the money be paid back to the lending fund group, the transaction is referred to as an interfund borrowing. Interfund borrowings are shown in financial reports as a due to (liability) in the borrowing fund group and as a due from (asset) in the lending fund group.

A second procedure used to provide funds to other fund groups is to take the money out of unrestricted funds without paying it back. This type of transaction is known as a “transfer.” For reporting purposes, there are two types of transfers. A non-mandatory transfer is made at the discretion of the institution’s governing board between unrestricted funds and another fund group. A mandatory transfer is made from unrestricted funds to fulfill a legal obligation of the institution in another fund group. For example, if funds are needed to meet debt obligations in the “plant fund,” a mandatory transfer may be made from the unrestricted “current fund” to the “plant fund.” If the same kind of transfer is made with no legal obligation, it would be reported as a non-mandatory transfer.

D. Accrual Accounting

The college’s accounts are maintained according to the accrual basis of accounting, which means that revenues are recorded when earned, and expenditures when materials or services are received.

E. Encumbrance Accounting

Trinity Valley Community College also uses a budget and encumbrance accounting system. The approved and adopted budget for every departmental account is integrated into the formal accounting system, thus providing adequate control over revenues and expenditures of a particular departmental account. Purchase orders and checks cannot be obtained for a particular account if the budget and accounting system do not show that there is enough money/budget to cover that expenditure.

Encumbrances represent commitments related to contracts not yet performed and are used to control expenditures for the year. An example of an encumbrance is a

purchase order. Purchase orders are entered into the accounting system as encumbrances and these amounts are subtracted from the budget. When the purchase transaction is complete, i.e., an invoice received and paid, the encumbrance is removed and the actual expenditure is recorded.

Budgetary/expenditure/encumbrance reports are generated monthly so departments can determine the remaining amounts available in their respective accounts. The status of a department's accounts may also be viewed on screen and printed at any time.

IV. FUND GROUPS

A. Current Fund Group-unrestricted

Funds received by an institution that have no limitations or stipulations placed on them by external agencies or donors. The funds are used for carrying out the primary purpose of an institution, i.e. educational, research, extension and administration. Current funds at the college are classified as general operating and auxiliary enterprises.

1. General Operating Funds

The general operating fund at Trinity Valley Community College includes the general operating account for which there are no restrictions placed upon it from an outside agency (tuition, interest on investments, state appropriations, etc.), institutional scholarships, and payroll.

2. Auxiliary Enterprises

Included are funds for activities that serve students, faculty, or staff for charges that are directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services and bookstores.

B. Current Funds Restricted

Current restricted funds at the College are funds available for current purposes, but with restrictions from outside agencies or persons. A local, state or federal grant would be an example of a restricted fund.

C. Loan Funds

This fund includes funds available for loans to students.

D. Endowment and Similar Funds

The college's endowment and similar funds are funds received by the college on which donors have placed restrictions on the amount and the time in which these funds may be used.

E. Plant Funds

All of the college's physical plant assets and debt requirements are recorded in this fund.

F. Agency Funds

These are funds held by the college as custodial or fiscal agent for students, faculty members, and/or others.

V. CLASSIFICATION OF ACCOUNTS

A. Balance Sheet Accounts

Each fund group has a set of balance sheet accounts—assets, liabilities, and fund balances. Assets usually consist of cash, accounts receivable, notes receivable, prepaid items, investments, inventories, and amounts due from other fund groups. Liabilities usually consist of accounts payable, notes payable, deposits held for others, and amounts due to other fund groups. The balance is the difference between the assets and liabilities of a fund group.

B. Revenue Accounts

Revenue accounts consist of control accounts. The accrual basis of accounting requires that revenues be reported when earned. Unrestricted monies are recorded in the revenue accounts when earned.

Since restricted funds are not earned until the money is expended, according to the agreement under which the funds are given to the college, they are not recorded as revenues until the funds are expended. Revenue accounts are closed out at the end of the fiscal year into the fund balance account.

C. Expenditure and Transfer Accounts

The expenditure account consists of disbursements. When merchandise and services are ordered, they are set up as encumbrances in the accounting records. When merchandise and services are paid, the encumbrances are released and the cost is recorded as an expenditure.

Transfers are amounts moved between fund groups, which will benefit the receiving fund group.

The expenditure and transfer accounts are closed out into the fund balance account at the end of the fiscal year.

VI. ACCOUNT CODE STRUCTURE

A. The account number at the college is composed of 12 digits.

XXXX	XXX	X	X	XXX
Department	Object Code	Campus	Fund	Bank

B. Department

0001 – 0099	Assets
0100 – 0199	Liabilities
0200 – 0999	General Fund Income
1000 – 1229	General Administration & Student Services
1230 – 1289	General Institution Expenses
1290	Staff Benefits – Institutional
1300 – 1399	General Academic Faculty Salaries
1400 – 1799	Academic Department Operating Expenses
1800 – 1869	Academic Organizational Activities
1870 – 1909	Academic Instruction Administration
1910 – 2179	Tech – Vocational Faculty Salaries
2180 – 2789	Tech – Vocational Department Operating Expenses
2790 – 2819	Tech – Vocational Organizational Activities
2820 – 2878	Tech – Vocational Instruction Administration
2879	Staff Benefits - Instruction
2880 – 2969	Learning Resources Center
2970 – 2999	Extension & Public Services
3000 – 3299	Physical Plant
3330 – 3449	Auxiliary Enterprises
3450 – 3489	Dedicated Funds
3490 – 5999	Grants/Contracts
6000 – 6999	Agency
7000 – 9999	Endowment Scholarships

C. Object Codes

001 – 034	Salaries
035	Part-time Salaries
042	Supplies and Services
043	Travel
044	Equipment
045	Equipment Repair
046	Student Salaries
047 – 098	Miscellaneous
099 – 999	Other

D. Campus

- 1 Athens
- 2 Palestine
- 3 Terrell
- 4 Kaufman
- 5 TDCJ – Texas Department of Criminal Justice
- 9 VCT – Virtual College of Texas

E. Fund

- 1 General Fund
- 2 Auxiliary Funds
- 3 Loan Funds
- 4 Endowment Funds
- 5 Plant Funds
- 6 Agency Funds

F. Type

- A Asset
- L Liability
- I Income
- E Expenditure

G. Bank

- 060 FAB - General Fund
 - Cashier Change - Athens
 - Cashier Change - Terrell
 - Cashier Change - Palestine
 - Funds in Transit - Current
 - Petty Cash - Athens
 - Petty Cash - Kaufman HSC
 - Cosmetology Change - Athens
 - Cosmetology Change - Terrell
 - Postage Stamps Change
- 061 FAB - Auxiliary Fund
 - Bookstore Change
 - Athletics Concessions Change
- 062 FAB - Texas College W/S (General)
- 063 FAB - Payroll
- 065 FAB - I&S Tax Bonds (Plant)
- 066 ETN - Palestine General
- 067 ETN - Palestine Petty Cash
- 068 ANB - Terrell General
- 070 FAB - Student Loan Funds in Transit - Loan Funds
- 072 ANB - Terrell Petty Cash
- 073 GB - Kaufman HSC General
- 074 GB - Kaufman HSC Auxiliary

076	ETN - Palestine Auxiliary
077	ANB - Terrell Auxiliary
078	Texas Trust Credit Union
079	FAB - TPEG Resident
080	FAB - TPEG Non-Resident
081	FAB - Federal Workstudy
083	FAB - Endowment Fund
085	ANB - Terrell Student Loan
091	FAB - Agency Fund
094	FAB - Pell
095	FAB - SEOG
096	FAB - NDSL

VII. BUDGET PROCEDURES

A. Budget Preparation and Adoption

A detailed budget is prepared annually. Budget planning is a collaborative effort and an integral part of overall program planning such that the budget reflects TVCC's programs and activities and provides the resources to implement them.

1. In February or March of the current year, new year departmental budget forms are printed and distributed to appropriate personnel. See example of Budget Request Form in Exhibit 1. Instructions for completing the form are given below.
2. Each department starts with a "base" budget which is the previous year's "approved budget" with adjustments made during the year.
3. Formal and informal meetings involving faculty and administration are held to establish program priorities. A review of the "base budget" is performed to determine adequacy of funds, reallocation of existing budget funds, deletion of funds, and the need for additional funds for operations and equipment or other capital outlay to meet program goals.
4. Proposed budgets are submitted to the appropriate dean and vice presidents to review their areas of responsibility. Program requests may need to be reprioritized and budget needs adjusted accordingly.
5. Budgets are then submitted to the President. The budgeted amounts are entered into the budgetary/accounting software by the business office.
6. Budget revenue projections are compiled by the President and Vice President of Fiscal Services. Expenditure budgets are developed so as not to exceed revenue estimates.
7. The printed budget is presented to the President and Vice President of Fiscal

Services for review. The Vice President of Fiscal Services prepares reports/analyses of previous years, current year and proposed new year budget.

8. Discussions are held with vice presidents and changes are made as necessary to meet budgetary restraints. If needed, additional budget meetings with vice presidents, deans, and directors may be held.

10. After final review and revisions, the President submits the budget to the Board of Trustees.

11. An annual budget workshop is held by the President and Board of Trustees. During this workshop the Board is informed of the procedures used at the College to prepare the budget.

12. An annual public meeting is held to discuss the proposed budget.

13. The Board of Trustees adopts the proposed budget.

14. The budget may be amended during the fiscal year. The Board of Trustees reviews budget adjustments at a summary level at regular board meetings. See example of Request for Budget Adjustment form in Exhibit 2. Instructions for completing the form are given below.

B. Budget Request Form - Instructions

1. Budgeted items include the following items:

- Services and Supplies (includes telephone costs)
- Maintenance/Repair of Equipment
- Travel
- Equipment
- Student Assistance
- Other

2. Staffing requirements: (do not write in amounts for salaries; salaries are determined by the President):

Vacant positions: Draw a line through the existing name and salary and write "Open Position".

Deletions: Draw a line through the name and salary amount.

New Position: Do not write in the budget area. New staffing requests should be written with justification. Attach to budget form.

3. Supplies & Services: Project as needed; large increases shall be justified. Telephone costs should be included in this line item of the budget. The average estimated annual cost for local and long distance per phone is listed. List

names/extension #'s for the department. Multiply number of phones times the cost per phone to project phone usage cost. Add to services and supplies budgeted account.

4. Travel budget requests shall be justified with specific detail, i.e., types of meetings, conferences to be attended.
5. Equipment requests shall be justified with a specific listing of needed equipment.
6. Sign and date budget request and submit to next level of review process.

See example of completed Budget Request Form in Exhibit 1.

C. Request for Budget Adjustment form - Instructions

1. Fill in the budget amount needing to be reallocated; the account number and name from which the funds are to be moved; and the account number and name to which the funds are to be transferred.
2. Provide explanation as to why the reallocation of funds is needed. Sign and forward to obtain appropriate authorized approvals (Dean, Vice President, and President)

See example of completed Request for Budget Adjustment form in Exhibit 2.

IV. RECEIPTING PROCEDURES

These procedures are arranged alphabetically by department. The majority of the cash receipt functions are performed by the Business Office in Athens.

Athletics

Gate receipts from athletic events are the responsibility of the Athletic Director. Admission tickets are not sold and collected by the same person. All income from gate receipts is deposited into the Gate Receipts Income Account along with a corresponding report of tickets sold in the Business Office where a computer receipt is generated.

Concessions at athletic events are the responsibility of the Athletic Director. All income is deposited into the Concessions Income Account along with a corresponding sales report in the Business Office where a computer receipt is generated.

All income from the sale of programs at athletic events, accompanied by a report of programs sold, is deposited into the Program Sales Account in the Business Office where a computer receipt is generated.

Income from membership dues in TVCC Booster Club shall be deposited into the General Quarter Back Club Account. Expenditures of these funds shall be budgeted according to the following division:

Quarterback Club Football	50%
Quarterback Club Men's Basketball	25%
Quarterback Club Women's Basketball	25%

Band Director

The Band Director collects money from band members for trips. The Director deposits the cash in the Business Office where a computer receipt is generated.

Bookstore – Athens

All cash sales are receipted through the cash register. One hundred dollars is retained for change. The Bookstore Manager balances cash with the register tape daily. The cash, with the sales report and tape, is submitted to the Business Office and receipted in the computer. During registration rush, the Bookstore Manager makes the bank deposit and submits the deposit slip, sales report, and tape to the Business Office.

At the end of each semester, the Bookstore Manager requests cash for book buybacks. Each student signs a voucher when selling books. A tally is kept by title showing the number of books purchased. The total of the vouchers, the tally, and remaining cash is balanced to the draw. Remaining cash is deposited in the Business Office where a computer receipt is generated.

Bookstore – Palestine

The Bookstore Clerk uses a cash register for all book and supply sales. The Bookstore Clerk balances cash semi-weekly with the cash register tape and deposits the cash and tape with the Accounts Receivable Clerk who generates a computer receipt.

At the end of each semester, the Athens Bookstore Manager estimates the amount of funds that the Palestine Bookstore will need for book buybacks and provides checks in that amount to the campus Dean who cashes the check. The Athens Bookstore Manager also provides a list of the amounts to be paid for each title. Students are paid in cash and sign a voucher when selling books. A tally is kept by title showing the number of books purchased. The total of the vouchers, the tally, and remaining cash is balanced to the draw. The balanced tally and remaining cash is returned to the Athens Bookstore Manager who takes the cash to the Athens Business Office where a receipt is generated.

Bookstore – Terrell

The Bookstore Clerk uses a cash register for all book and supply sales. The Bookstore Clerk balances cash semi-weekly with the cash register tape and deposits the cash and tape with the Accounts Receivable Clerk who generates a computer receipt.

At the end of each semester, the Athens Bookstore Manager estimates the amount of funds that the Terrell Bookstore will need for book buybacks and provides checks in that amount to the campus Dean who cashes the check. The Athens Bookstore Manager also provides a list of the amounts to be paid for each title. Students are paid in cash and sign a voucher when selling books. A tally is kept by title showing the number of books

purchased. The total of the vouchers, the tally, and remaining cash is balanced to the draw. The balanced tally and remaining cash is returned to the Athens Bookstore Manager who takes the cash to the Athens Business Office where a receipt is generated.

Business Office – Athens

All income is receipted via computer terminal in the Business Office. The Accounts Receivable Clerk generates receipts. The receipts are consecutively numbered and are assigned an income account number. Daily, a total of all receipts is generated. The Accounts Receivable Clerk reconciles cash/checks/credit card sales with the cash receipts list. The Accounts Receivable Clerk delivers a copy of the reconciliation to the Vice President of Fiscal Services.

Separately, the General Ledger Accountant also reconciles cash/checks/credit card sales with the cash receipts list and generates duplicate deposit slips. The General Ledger Accountant forwards the deposit slips and the reconciled cash receipts list to the Vice President of Fiscal Services.

The Vice President of Fiscal Services compares the reconciliation from the Accounts Receivable Clerk with the reconciliation of the General Ledger Accountant and deposit slips. The Vice President of Fiscal Services retains duplicate copies of the deposit slips. Daily deposits are put in locked moneybags and delivered to the bank for overnight deposit and safekeeping. The next working day, moneybags are brought from the bank and the Vice President of Fiscal Services compares validated bank deposit slips with the retained duplicate copies. These are then forward to the General Ledger Accountant for reviewing and filing.

The Accounts Receivable Clerk cashes checks for students, faculty, and staff. Identification is required. The usual limit for cashing checks is \$25.00 for students and \$50.00 for faculty and staff. Larger checks may be cashed when the cash supply is ample, with the approval of the Vice President of Fiscal Services

The Accounts Receivable Clerk maintains a bag containing \$15.00 in cash which is used to reimburse money lost in vending machines. The Accounts Receivable Clerk gives refunds upon receipt of a signed form from the individual claiming a loss. The Accounts Receivable Clerk submits the claims documentation to the vendor for reimbursement.

The Accounts Receivable Clerk sells stamps to faculty and staff. A bag of 100 stamps is kept for this purpose. When all stamps are sold, the Accounts Receivable Clerk balances the money and buys another roll of stamps from the Post Office.

Business Office – Palestine

All income is receipted via computer terminal in the Business Office. The Accounts Receivable Clerk generates receipts. The receipts are consecutively numbered and are assigned an income account number.

The Accounts Receivable Clerk generates a total of all receipts since the last time a deposit was made which is usually about twice a week, more frequently during registration. The Administrative Assistant balances the cash to this total and prepares deposit slips. The Campus Dean approves the deposit slips and retains copies of the deposit slips to compare with validated bank deposit slips for accuracy. The deposit is kept in the vault until it is taken to the bank by the Accounts Receivable Clerk.

Business Office – Terrell

All income is receipted via computer terminal in the Business Office. The Accounts Receivable Clerk generates receipts. The receipts are consecutively numbered and are assigned an income account number.

At the close of each day, the Accounts Receivable Clerk generates a total of all receipts for the day. The Accounts Payable Clerk balances the cash to this total and prepares deposit slips. The Campus Dean approves the deposit slips and retains a copy to compare with validated bank deposit slips. The Campus Dean or the Accounts Receivable Clerk takes the locked money bag to the bank.

Business Office – Kaufman

All income is receipted via computer terminal in the Office or Library. The receipts are consecutively numbered and are assigned an income account number. The cash on hand is locked in the safe overnight.

At least once a week, an office staff person generates a total of all receipts since the last deposit was done, balances the cash to this total and prepares deposit slips. A second office staff person or the Dean rebalances the cash and approves deposits slips. A copy of the deposit slip is retained and compared with validated bank deposit slips. A staff person takes the locked money bag to the bank.

Campus Security

Students purchasing ID cards, parking permits, keys, and paying parking fines are instructed to pay in the Business Office and to bring the receipt back. After hours and in inclement weather, the Security Officer will issue a handwritten receipt for such items. The cash is deposited in the Business Office where a computer receipt is generated.

Cardette Director

The Cardette Director collects money from Cardettes for trips, costumes, pictures, etc. A receipt is given to the student. The Director deposits this cash in the Business Office and receives a computer generated receipt.

Communications Department

A Communications Department member sells ads for the *News Journal*. Billing occurs after the ads are run. A billing statement is sent to the advertiser who mails a check to the Communications Department. The check is forwarded to the Business Office and a receipt is returned back to the department.

Continuing Education

Students are directed to the Business Office to make payment for the course. Payments made after hours or on weekends are taken directly by Continuing Education personnel who hand writes a receipt to the student. The cash, checks and/or credit card authorization form is taken to the Business Office along with copies of the course registration form which has the cost of the course on it. The Business Office balances the cash to the total dollar amount on the registration forms and generates a computer receipt.

Cosmetology – Athens

Cosmetology students, as part of their training, are assigned to the front desk to collect for services. They balance the cash drawer with tickets written daily and the cash is kept in the safe at night. The instructor deposits the cash in the Business Office once or twice weekly and a computer receipt is generated.

Cosmetology – Palestine

Cosmetology students, as part of their training, are assigned to the front desk to collect for services. An instructor balances the cash drawer with tickets written daily and deposits the cash in the Business Office weekly where a computer receipt is generated.

Cosmetology – Terrell

Cosmetology students, as part of their training, are assigned to the front desk to collect for services. They balance the cash drawer with tickets written daily. The instructor deposits the cash in the Business Office daily and a computer receipt is generated.

Dormitories

Payment for regular dormitory room and board is receipted by the Athens Business Office. Dorm directors collect \$8.00 per night for overnight guests in students' rooms. Handwritten receipts are issued and the cash is deposited in the Business Office along with copies of the receipts. A computer receipt is generated.

During the summer, the dorms serve as camp facilities. The camp sponsor writes a check for camp expenses; a member of the Student Services Department submits the check to the Business Office where a receipt is generated. The receipt is given to the sponsor.

LRC – Athens

The Library Clerk collects fines and a receipt for the patron is generated by the automation system. Cash from fines and copy machines is deposited in the Business Office as needed where a computer receipt for the library is generated.

LRC – Palestine

The Library Clerk issues a note to the student showing the amount owing for library fines, traffic fines, copy money or scantron money. The student takes the note to the Business Office where the cash is collected and a computer receipt generated. When the Business Office is closed, the Library Clerk collects the cash, which is kept in a locked drawer overnight, and takes it to the Business Office the next business day.

LRC – Terrell

The Library Clerk collects fines and a receipt for the patron is generated by the automation system. Cash from fines and copy machines is deposited in the Business Office as needed where a computer receipt for the library is generated.

LRC – Kaufman

The Library Clerk maintains a cash register to receipt money for LRC fines. The student receives a copy of the cash register receipt. The secretary balances the cash register daily and enters income into the computer to generate receipts.

Media Center

The individual purchasing transparencies or lamination pays for the item in the Business Office and brings a receipt back to the Media Center. The Media Center then releases the items to the individual.

Network Services

The individual purchasing a software license pays the \$10.00 fee in the Business Office where a receipt is generated. The purchaser brings the receipt back to Network Services and signs the license agreement. The receipt is stapled to the license agreement and filed.

Post Office – Athens

Metered postage is sold for cash or departmental credit. The cash collected is kept in a separate money bag and taken to the bank for safekeeping each night. The bag and the cash is picked back up in the morning. When the postage meter needs replenishment, the total of cash and departmental charges are balanced with the postage meter total and the cash is submitted to the Business Office for deposit. The Business Office provides a receipt.

Graphic and Print Design

The Graphic Artist issues an invoice to employees and students for copies, design layout and printing of personal items. When the employee/student has the exact change, the Graphic Artist takes the money and delivers it promptly to the Business Office where a receipt is generated. When the employee/student does not have exact change, the employee/student takes the invoice to the Business Office for payment and brings the receipt back.

Small Business Development Center

Seminar fees are collected by the Director who hand writes a receipt to each attendee. The cash is deposited in the Business Office where a computer receipt is generated.

Student Activities

The Student Activities Director receives commissions from coin operated billiard tables and video games and submits the receipt from the vending company with the cash to the Business Office. The Director also receives checks for facilities rental which are submitted to the Business Office where a computer receipt is generated.

Student Organizations

Under the direction of faculty advisors, student organizations collect cash as the result of various fundraisers. These funds are deposited in the Business Office where a computer receipt is generated.

TVCC Ranch

When livestock is sold via a private treaty sale, a bill of sale is issued to the purchaser. The Ranch Manager retains a copy of the bill. The cash is deposited in the Business Office where a computer receipt is generated. This receipt is attached to the Ranch Manager's copy of the bill of sale.

When livestock is sold through the local sale barn, the sale barn receipt (from the purchaser) and a check from the sale barn is sent directly to the Business Office who records the deposit. The Business Office sends the sale barn receipt and the TVCC receipt to the Ranch Manager.

Testing

Testing Office personnel direct the examinee to the Business Office window with an "Authorization to Pay" slip. The Business Office collects the fee and generates a computer receipt.

Vending - Athens

A commission check for the snack and drink vending machine sales is mailed from the vendor to the Business Office where a computer receipt is generated and funds deposited. Custodial personnel collect cash from the restroom vending machines and deliver it to the Business Office where a computer receipt is generated and funds deposited.

Vending - Terrell

A commission check for the snack and drink vending machine sales is mailed from the vendor to the Business Office where a computer receipt is generated and funds deposited. Maintenance personnel collect funds from the restroom vending machine and deliver to the Business Office where a computer receipt is generated and funds deposited.

Vending – Palestine

A commission check for the snack and drink vending machine sales is mailed from the vendor to the Business Office where a computer receipt is generated and funds deposited. A copy of the deposit slip is provided to the General Ledger Accountant in Athens. Custodial personnel collect funds from the restroom vending machine and deliver to the Business Office where a computer receipt is generated

Vending – Kaufman

A commission check for the snack and drink vending machine sales is mailed from the vendor to the Business Office where a computer receipt is generated and funds deposited.

V. DISBURSEMENT PROCEDURES – GENERAL EXPENDITURES

Except for disbursements made from the Terrell, Palestine and Kaufman petty cash accounts as described below, the cash disbursement function is restricted to the Athens campus.

A. General Expense and Employee Travel Reimbursement

Disbursements for general expenses and employee travel reimbursements are made on computer-generated checks by the Accounts Payable Clerk. Expense accounts are debited at the time the checks are written. Cash reimbursements of \$25.00 or less may be made with receipts and the approval of a Dean.

1. Requisitions/Purchase Orders

Faculty and staff personnel complete a purchase requisition and submit for approval. The Accounts Payable Clerk receives the requisition and checks for completeness, authorized signatures and account numbers. (Requisitions also flow through the Purchasing Department where it is determined whether bids/quotes are necessary and obtained.) All purchase requisitions are approved by the Vice President of Fiscal Services before processing.

If funds are available, a purchase order is produced. All purchase orders are approved by the Vice President of Fiscal Services. The purchase order is sent to the requester at which time the requester may execute the purchase. If funds are not available, the appropriate budget head is contacted and told funds are not available. A budget transfer, approved by the President of the college, must be obtained before the purchase order can be processed.

The Accounts Payable Clerk files the requisition pending receipt of other documents.

2. Accounts Payable

The invoice is received by the purchaser and signed and dated when the merchandise is received, then forwarded on for approval. The Accounts Payable Clerk prepares all bills for payment. Invoices are received by the Accounts Payable Office and checked for proper signature approval and compared with the purchase order. All invoices are approved by the Vice President of Fiscal Services. If everything is correct, a voucher is entered into the computer system.

The Accounts Payable Clerk reviews travel advance requests. After completion of the trip, the Senior Accountant reviews the travel expense reimbursement request for compliance with college policy. Travel advance requests and expense reimbursements are approved by the Vice President of Fiscal Services.

Disbursements are made on computer-generated checks from a dedicated printer in the Business Office. Blank check stock with a check control number on the back is used. The check number, MICR line, TVCC logo and address and signatures are generated at the time the check is printed. Checks are printed individually at the time the voucher is entered into the system.

After the checks are prepared for distribution, one copy of the check is attached to the documentation and filed alphabetically in the Business Office. One copy of the check is kept in numerical order in the Business Office.

3. Check Register

The official check register is generated monthly. All cash disbursements are listed with the following information:

Check Number
Payee
Date
Amount
Explanation of any disbursements over \$2,000

This report is distributed to the President and Vice-President of Fiscal Services.

On a daily basis, the Senior Accountant runs the check register and 1) ensures that each check on the check register is accounted for, 2) ensures that each check is on the check register and 3) reviews each check for documentation and approval by the Vice President of Fiscal Services.

4. Income and Expenditure Statement (the Board Report)

This report is distributed to the Board of Trustees, President and Vice-Presidents. This report contains the following information:

Date
Account Number
Account Name
Approved Budget
Current Budget
Year-to-Date Expenditures
Encumbrances
Unencumbered Balance remaining in Account

B. Petty Cash – Athens

The Accounts Receivable Clerk disburses Petty Cash. Three hundred dollars in cash is kept for this purpose. Receipts and the appropriate approvals are required for any cash

reimbursements. A petty cash disbursement may not exceed \$25.00. On a regular basis, the Accounts Receivable Clerk submits a Cash Payment Requisition (with receipts and other documentation attached) to the Accounts Payable Office for reimbursement of the Petty Cash.

C. Business Office – Palestine

The Administrative Assistant disburses petty cash by issuing a manual check. On a regular basis, the Administrative Assistant submits a Cash Payment Requisition (with receipts and other documentation attached) to the Athens Business Office for reimbursement. Disbursements are recorded by the Athens General Ledger Accountant upon receipt of documentation which is reviewed by the Vice President of Fiscal Services.

The food service contractor leaves \$10.00 in the Palestine Business Office for disbursement of vending machine loss reimbursements. A signed form is required of anyone claiming a loss. The food service vendor collects the loss claims and replenishes the \$10.00 weekly.

D. Business Office – Terrell

The Secretary disburses petty cash by issuing a manual check. On a regular basis, the Secretary submits a Cash Payment Requisition signed by the Campus Dean (with receipts and other documentation attached) to the Business Office in Athens for reimbursement. Disbursements are recorded by the Athens General Ledger Accountant upon receipt of documentation which is reviewed by the Vice President of Fiscal Services.

Any reimbursements for losses from the vending machine are disbursed by the Accounts Receivable Clerk. A voucher for the reimbursement is placed in the coin box of the machine and the vendor representative reimburses TVCC when he makes his rounds.

E. Business Office – Kaufman

The administrative assistant disburses petty cash in cash only; no checking account is maintained. Three hundred dollars is kept for this purpose. On a regular basis, the administrative assistant submits a Cash Payment Requisition (with receipts and other documentation attached) to the Business Office in Athens for reimbursement.

VI. DISBURSEMENT PROCEDURES – STUDENT PAYMENTS

A. Financial Aid Payments

Financial aid balances due to students are entered into the system by the Financial Aid Office. The Business Office controls the disbursement of the funds; disbursement is made by either direct deposit or by check. Financial aid checks are generated in batch mode

and printed on the dedicated printer in the Business Office then delivered to the appropriate campus. Students sign for and pick up their check.

B. Tuition and Fee Refunds

The Registrar's office initiates tuition and fee refund disbursements. Refund checks are printed in batch mode on the dedicated printer in the Business office. The Business Office mails the check to the student.

C. Continuing Education Refunds

The Continuing Education office initiates refunds for continuing education classes. Refund checks are printed in batch mode on the dedicated printer in the Business Office. Continuing Education personnel pick up the checks from the Business Office and distribute the checks to the students.

VII. GRANTS AND CONTRACTS

Receipt and disbursement of grant and contract funds are subject to the same policies and procedures as institutional receipts and disbursements. They are also governed by rules specific to the particular grant or contract.

VIII. PAYROLL

The Human Resources Office is responsible for initiating the placement of a new employee on the College's payroll. Every employee must complete a work packet. (A work packet contains all the necessary forms needed for employment, i.e., contract or employment agreement, IRS forms, retirement forms, health insurance forms, etc.) The completed work packet is then forwarded to the Business Office where the Senior Accounting Assistant enters the information from the work packet into the payroll system.

The Payroll Office is responsible for the processing and distribution of all payrolls. The Payroll Clerk performs all related activities and ensures that all proper documentation is in order prior to payment. The Payroll Clerk may not pay any employee without proper documentation from the Human Resources Office and the employee.

Payroll disbursements are made by direct deposit to the employee's bank account or by check. The checks are printed in batch mode on the dedicated printer in the Business Office and are either put in the employee's campus mailbox, mailed to their home address, or picked up by the employee in their campus Business Office.

IX. BANK ACCOUNT RECONCILIATION

Twice monthly, the General Ledger Accountant receives bank statements and canceled checks for all bank accounts and prepares bank reconciliations. The reconciliations are

forwarded to the Vice President of Fiscal Services. The Vice President of Fiscal Services reviews and returns the reconciliations to the General Ledger Accountant for filing.

X. INVESTMENTS

The Board of Trustees has authorized the investment officer of Trinity Valley Community College to invest the various funds of the college in legally authorized and adequately secured certificates of deposit and/or U.S. Treasury Bills and Notes with a maturity not to exceed 60 months. For excess cash sweep accounts, money market funds that include U.S. Treasuries, government agency securities, and repurchase agreements backed by government securities may be utilized. No other investments are to be made without approval of the majority of the members of the Board.

The Vice President of Fiscal Services is the investment officer of the college. The General Ledger Accountant is responsible for journal entries to record all interest income and any transfers between securities and cash accounts.

The Investment report is distributed monthly to the Board of Trustees.

	Budget 2004-05	Request 2005-06
2 COUNSELOR	54,528.00	
35 P/T -	.00	
42 S&S -	750.00	750.00
Includes Telephone Charges		
43 TRAVEL -	600.00	700.00
44 EQUIPMENT	.00	
98 Instructor Travel -		100.00
Totals	55,878.00	

Dates of Travel		Destination	Travel Requested Description of Travel	Estimated Cost
From	To			
Instructional				
1.	9/05	5/06	Texas Recruitment/Career Fairs	100.00
Professional				
1.	10/05		Austin Counselor's Conference	600.00
2.	Spring 2006	Spring 2006	Texas Professional Development Seminar	100.00
3.				
4.				

Equipment Requested		Unit Cost	Total Cost
Type of Equipment	Units Requested		
1.			
2.			
3.			
4.			

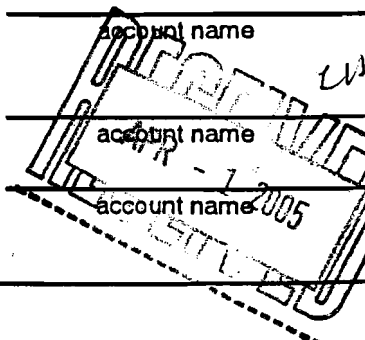
Maintenance Requested			
No.	Location	Description	Justification (ReModel Only)
1.			
2.			

Dept	Telephones	Num	Ext	
		_____	_____	
		_____	_____	Requested by _____
		_____	_____	Reviewed by _____
		_____	_____	Approved by _____

Note: The cost per Telephone is \$400.
 \$400.00 X _____ = _____ * include in S & S above
 Number of Phones Total Cost
 Please attach list of full time personnel.

REQUEST FOR BUDGET ADJUSTMENT

Transfer \$	200.00	from account #	1710-42-1-E	Soc. Sci. S&S
				account name
		to account #	1710-43-1-E	Soc. Sci. Travel
				account name
Transfer \$	150.00	from account #	1470-42-1-E	For. Lang. S&S
				account name
		to account #	1400-43-1-E	Letters Travel
				account name
Transfer \$		from account #		
				account name
		to account #		
				account name
Transfer \$		from account #		
				account name
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Transfer \$		from account #		
				account name
		to account #		
				account name
Transfer \$		from account #		
				account name
		to account #		
				account name



EXPLANATION: To cover TCCTA Travel Expenses.

APPROVALS: Dept Chair/Dean: *Ray Williams*
 Vice President: *Jan Huppert*
 President: *R S S*

Date: 4-4-05