

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>CASH CONTROL</b>
<b>Effective Date:</b>	August 12, 2008
<b>Revised Date:</b>	July 2, 2013
<b>Review Date:</b>	July 2, 2023
<b>Approving Body:</b>	Administration: President
<b>Authority:</b>	Bylaw: Officers-President
<b>Responsible Executive Officer:</b>	President, Vice-President (Administration)
<b>Delegate:</b>	Comptroller
<b>Contact:</b>	Comptroller
<b>Application:</b>	All Employees

### Part I Reason for Policy

- 1.1 To establish cash management practices for the effective safekeeping of, and accounting for, all monies received by the University of Manitoba regardless of the method of payment, and to establish guidelines for the issuance and control of cash receipts.

### Part II Policy Content

- 2.1 Cash is defined as all forms of payments received by the University including cash, cheques, money orders, bank drafts, wire transfers, debit card transactions and credit card transactions.
- 2.2 All departments of the University whose activities include the acceptance and handling of cash on the University's behalf are responsible for ensuring that:
- (a) adequate controls and procedures are in place to safeguard cash from time of receipt to time of deposit to a University authorized bank account through Financial Services;
  - (b) all cash and receipts are properly recorded and accounted for; and
  - (c) customer payment information is stored in a secure manner.

- 2.3 This policy applies to all forms of payment whether received in person, on the phone, by mail, by e-mail, by fax, via the internet, or by other verbal, paper, or electronic medium.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.
- 3.2 The Comptroller is responsible for the implementation, administration and review of this Policy.
- 3.3 All employees are responsible for complying with this Policy.

### **Part IV Authority to Approve Procedures**

- 4.1 The Vice-President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is July 2, 2023.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
  - (b) are in turn repealed.

**Part VI**  
**Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
- (a) Policy 306 University Receipts;
  - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (c) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII**  
**Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Cash Control Procedures](#)