

### **Sample of check/cash management procedure in place**

1. TOPS Director collects monies (checks/money orders or cash), makes sure it's payable to FAU and log-ins into spreadsheet and initials.
2. TOPS Director takes monies to TOPS Coordinator before end of day.
3. TOPS Coordinator then:
  - Makes copies of checks and cross references to TOPS Director spreadsheet and initials
  - Notates registration form with balance/full tuition received
  - Stamp checks with Bank Deposit Stamp (see Sample 2), completes departmental deposit form, bank deposit slip and bag
  - Attaches copies of checks with copy of deposit slip from book (1 copy for TOPS the other for Business Office)
  - Takes deposit to Business Office to have departmental deposit form, bank deposit slip and bag reviewed
  - Takes deposit to Cashier's Office
4. During camp and after camp the Business Office gives Director and Coordinator Workday reports to make sure payments are posted and completes reconciliation at the end of the camp.



