

FRESNO STATE PROGRAMS FOR CHILDREN, INC.

Policy No. 605

Check Handling Policy

This policy is applicable to the following auxiliary corporations:

- Agricultural Foundation
- Association
- Associated Students, Inc.
- Foundation
- Programs for Children

REVISION RECORD

Date	Version	Revision Description
11/14/2005	New	Approved by Board of Directors
05/06/2026	Revision	Approved by Board of Directors

DOCUMENT CONTROL

Approved By: Board of Directors	Date Approved: 05/06/2026	Next Review Date: May 2029
Responsible Position(s): Executive Director for Auxiliary Services		Document Control Number: Policy 605

PURPOSE

The purpose of this policy is to specify the policies and procedures for the proper handling of checks. The purpose is to ensure the maintenance of adequate controls over the handling and transfer of monies received.

Staff who receive and/or deposit cash must properly safeguard the cash, deposit it timely into the appropriate accounts, and properly record the transaction. This policy applies to all employees who handle cash during the processing of any transaction, or who retain, store and/or safeguard cash prior to its deposit. These rules and procedures are intended to maximize cash flow and aid in preventing and/or detecting cash or other financial instrument loss.

STATEMENT OF POLICY

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Procedures

For all check receipts:

1. All checks received must be recorded on a pre-numbered check receipt form. Cash may not be accepted.
2. Checks received must be deposited intact and expenses must not be paid from cash/check receipts. All checks must be restrictively endorsed, i.e. for deposit only to the Fresno State Programs for Children, Inc., immediately upon receipt.
3. Check funds must not be left unattended. Checks must be stored in a lockbox within a safe or locked cabinet, to which access is restricted, preferably to the person transacting the sale.
4. Check payments must be deposited in a timely manner. Undeposited checks must be secured in a lockbox within a safe or locked cabinet until they are transferred to an authorized Auxiliary Services drop-off location. Check payments should not be sent via campus mail or postal mail.
5. Site managers must implement adequate segregation of duties and restricted access to cash/check handling areas, to the extent possible, to ensure the safeguarding of checks.

Returned Checks:

If a check comes back to PFC from the bank identified as non-sufficient funds, a treble letter will be sent to the check issuer immediately upon notification from the bank, and we will also notify the Operations Manager. If payment is not made as outlined in the treble letter, the account may be referred to our external collection agency for collection efforts.

Bank Reconciliations:

Bank reconciliations will be completed no more than 45 days from the first day of the following month.

IMPLEMENTATION

The Executive Director for Auxiliary Services or his/her designee, in accordance with the applicable auxiliary corporation Management Services Agreement, has the authority to implement this policy.