

Prepared by the Disbursing Office
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A8.819
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A8.800 Disbursing/Accounts Payable and Payroll

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A8.819 Cash Counts of the Petty Cash Fund

1. Purpose

To provide procedures for cash counts of petty cash funds. The "Cash Count Sheet", Form PC-4 (Attachment 1) is used to document the cash counts.

2. Responsibilities

a. The petty cash custodian is responsible for performing cash counts at least once a week (preferably daily). The cash count is to be verified by the alternate. Cash counts must also be performed to transfer responsibility and accountability related to a change in the custodian or the alternate. A final cash count is to be performed by the custodian and verified by the alternate prior to the closing of a petty cash fund for formal documentation purposes.

b. The Fiscal Officer is responsible for conducting unannounced cash counts, as frequently as necessary to ensure proper administration of the petty cash fund, but at least once a year. In conjunction with the unannounced cash counts, the Fiscal Officer should conduct reviews of procedures and records as frequently as necessary to ensure proper administration of the petty cash fund. The Fiscal Officer is also responsible for coordinating cash counts related to a change in the custodian or the alternate.

3. Guidelines

a. The Fiscal Officer's unannounced cash count serves as a basic control in the petty cash system. Although the unannounced cash count is required at least once a year, more frequent cash counts by the Fiscal Officer may be necessary to uncover irregularities.

In exceptional cases where the Fiscal Officer is also acting as the fund custodian, the Fiscal Officer's immediate supervisor is responsible for conducting the unannounced cash count. In the rare case where the Fiscal Officer's supervisor is the fund custodian, the unannounced cash count should be conducted by that individual's immediate supervisor.

- b. The Fiscal Officer is responsible for coordinating cash counts related to a change in the custodian or the alternate. Both the outgoing custodian/alternate and the new custodian/alternate must certify cash counts to transfer responsibility and accountability. The Fiscal Officer's signature is required on these Cash Count Sheets to certify the accuracy of the information.
- c. If the normal weekly (or daily) cash count is being performed by the alternate (custodian is unavailable), then only the alternate's signature is required.
- d. Campus/Department Documentation Requirements

The petty cash custodian and the Fiscal Officer are jointly responsible for maintenance of Cash Count Sheets to document proper performance of duties. The Cash Count Sheets need not be submitted to central offices (except in overage/shortage situations, the closing of a petty cash fund, or a change in custodian/alternate) but should be maintained in office files and made available for review upon request.

4. Procedures

- a. All cash counts should verify that the amount of cash in the fund, the advance or replenishment checks not yet cashed, and the outstanding claim items equal the established Authorized Fund Amount. Any discrepancy (shortage or overage) must be fully researched in an attempt to resolve the situation.

In many situations the source of the discrepancy will be the incorrect disbursement of cash, the incorrect preparation of replenishment claims, outstanding cash advances, or an incorrect cash count. Corrective actions may be possible upon discovery of the source of error. In any inexplicable cash shortage situations, consideration must always be given to the possibility of theft or embezzlement.

- b. The custodian and the alternate are to inform the Fiscal Officer and the Campus/Department Head of any inexplicable discrepancies or the Fiscal Officer will uncover them directly through his unannounced cash counts. Appropriate corrective action must be initiated by the Fiscal Officer and the Campus/Department Head in response to discrepancies (Refer to A8.816 - Petty Cash Overages and Shortages).
5. Detailed Instructions for Completing the "Cash Count Sheet", (Form PC-4)
- a. UH Campus/Dept.: Enter the appropriate campus or department (e.g. Agr-Bio Chem; Honolulu CC).
 - b. Date of Cash Count: Enter the month, day, and year on which the cash count is being conducted (e.g. 03/31/96).
 - c. Vendor Code: Enter the 11 digit vendor code (X _ _ _ _ _ _ _ _ _) assigned to the custodian.
 - d. Location of Fund - Bldg/Room #: Enter the name or number of the building and the room number in which the petty cash funds are kept.
 - e. Custodian Name and Position Title, Alternate Name and Position Title, Fiscal Officer Name and F.O. Code: Print or type the required information for documentation purposes.
 - f. I. Cash: Indicate the number of coins or currency and the associated values (e.g. \$0.05 x 12 = \$0.60, \$5.00 x 4 = \$20.00). Indicate the sum of the "Total Cash" at the end of this section.
 - g. II. Checks not Cashed: List information on all replenishment and advance checks not yet cashed. Indicate the check number, the check date, and the check amount. Indicate the sum of the "Total Check Amount" at the end of this section.
 - h. III. Outstanding Items: Indicate the amounts associated with all replenishment claims in transit, disbursements for which replenishment claims have not yet been submitted to the Disbursing Office, and individual advances where transactions are not completed. Indicate the "Total Outstanding Items" at the end of this section.
 - i. IV. Totals: Summarize the total amounts from sections I, II, and III. Compare this amount to the permanent

Authorized Fund Amount which should be reflected on the last line of this section. Any difference will either be a temporary cash increase, a shortage, or an overage. These figures should be properly reflected on the appropriate lines.

- j. Custodian Signature and Date, Alternate Signature and Date: The custodian is to sign and date the completed form to certify the accuracy of the information. The alternate is to sign and date the completed form as verification for the accuracy of the information.
- k. Former Custodian's Signature and Date, Former Alternate's Signature and Date: The former custodian/ alternate signatures are required only if a change in custodian/alternate is initiated and all individuals are present for the transfer of responsibility and accountability. Otherwise separate cash counts are required for the new custodian/alternate and the former custodian/alternate.
- l. Fiscal Officer's Signature and Date: The Fiscal Officer's signature is required for any cash count related to a change in custodian/alternate. The Fiscal Officer's signature is also required on the unannounced cash count that must be conducted by the Fiscal Officer at least once a year. In unusual situations, an individual other than the Fiscal Officer should sign and date this section (Refer to section 3.a of this procedure for details).

6. Availability of Forms

The Cash Count Sheet (Form PC-4) should be reproduced as required.

UNIVERSITY OF HAWAII Cash Count Sheet

UH Campus/Dept.: _____	Date of Cash Count: ____/____/____
Vendor Code: <u>X</u> _____	Location of Fund Bldg./Room #: _____
Custodian Name: _____	Position Title: _____
Alternate Name: _____	Position Title: _____
Fiscal Officer Name: _____	F.O. Code: _____

I. CASH

Coins : \$ 0.01 x _____ = _____ .05 x _____ = _____ .10 x _____ = _____ .25 x _____ = _____ .50 x _____ = _____	Currency : \$ 1.00 x _____ = _____ 2.00 x _____ = _____ 5.00 x _____ = _____ 10.00 x _____ = _____ 20.00 x _____ = _____
(1) TOTAL CASH.....\$ _____	

II. CHECKS NOT CASHED (use back if necessary)

Check #	Date	Amount
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
(from back if necessary)		\$ _____
(2) TOTAL CHECK AMOUNT.....\$ _____		

III. OUTSTANDING ITEMS

Replenishment Claims in Transit	\$ _____
Disbursements Not Claimed	\$ _____
Individual Advances	\$ _____
(3) TOTAL OUTSTANDING ITEMS.....\$ _____	

IV. TOTAL

Total of (1), (2), and (3).....	\$ _____
ADD Shortage/DEDUCT Overage.....	\$ _____
DEDUCT Temporary Increase.....	\$ _____
Permanent Authorized Fund Amount.....	\$ _____

I certify that the information provided above on the cash count of petty cash funds is true and correct.

_____ Signature - Custodian	_____ Date	_____ Signature - Former Custodian	_____ Date
_____ Signature - Alternate	_____ Date	_____ Signature - Former Alternate	_____ Date
_____ Signature - Fiscal Officer	_____ Date		

General Instructions: The custodian and the alternate (verification) signatures are required for all cash counts. Custodian/Alternate cash counts are required at least weekly, preferably daily. Former custodian/alternate signatures are required only if a change in custodian/alternate is initiated and all individuals are present for the transfer of responsibility and accountability. Otherwise separate cash counts are required for the new custodian/alternate and the former custodian/alternate. The Fiscal Officer's signature is required for any cash count related to a change in custodian/alternate. The Fiscal Officer's signature is also required on the unannounced cash count that must be conducted by the fiscal officer at least once a year.