



Office of Fiscal Services
San Joaquin Delta Community College District

November 17, 2014

To: Managers and support staff

From: Jeff Menge, Assistant Controller

Re: Cash deposit important changes

Cash controls have been, and continue to be, a priority to Fiscal Services. Through self-identification and the assistance of department staff, great progress has been made in those departments with the highest cash deposit risk. These departments include Bookstore, Market, Food Service and Student Chef. Recent auditor comments illustrated a need to increase the priority of campus-wide cash deposit standardization. As such, Fiscal Services will be enforcing the following controls to assure compliance with auditor concerns and our own internal controls risk assessment.

All deposits must be hand-delivered to Vault Services for processing within one business day of receipt* and must include the following:

1. Be submitted in a tamper proof bag (available from Vault Service staff) and signed in dual custody.
2. [District deposit form](#) signed in dual custody
3. Register report/receipt or other sales end-of-day summary or Tally sheet indicating total items purchased/sold if no point-of-sale system is used
4. Transportation to Vault Services by two individuals or escorted by Campus Police

Please refer to Vault Services website if you have additional questions, www.deltacollege.edu/dept/fiscal/VaultServices.html or any of the Vault Services staff members. We appreciate your support to implement these needed changes as we all do our part to maintain a sound system of internal controls.

*Funds kept overnight must be stored in a District approved secure location