
THE CATHOLIC UNIVERSITY OF AMERICA



Finance Orientation

October 20, 2009

TREASURY SERVICES



Who We Are – Treasury Services

- ❖ **Renell Lewis**, Director of Treasury Services – lewis@cua.edu; x6445
- ❖ **Pat Hartline**, Treasury Analyst – hartline@cua.edu ; x6707
- ❖ **Helen Hunt**, Account Analyst – hunth@cua.edu ; x5595

Cashiers:

- ❖ **Vera Covington**, Cash Accountant – covington@cua.edu ; x5048
- ❖ **Peggy Rockefeller**, Cash Accountant – rockefeller@cua.edu; x5048



Treasury Services

- ❖ Role of Treasury Services
 - Cash handling
 - Processing cash deposits
 - Administer petty cash program
 - Administration of bank accounts
 - Reconciliations
 - ACH, EFT, Domestic & International Wire Transfers
 - Investment management
 - Endowment Payout
 - Financial interface for contributions
 - Split interest arrangements
 - Annuity processing



Treasury Services

- ❖ Cash handling
 - All deposits must be kept secure (locked).
 - Departments can accept cash, checks, credit cards, and traveler's checks.
 - No “starter” checks (checks with numbers below 100, or checks without name imprinted on them)
 - If the phone number is not pre-printed on the check, please ask for it and write it on the check. With this the individual can be contacted if the check bounces
 - Types of credit cards currently accepted – Visa, Master Card, Discover
 - American Express is now accepted via online transactions.
 - All deposits are made to the Cashier's window. Please **do not** mail deposits through Campus Mail.



Treasury Services

- ❖ Bank accounts
 - Only the Vice President for Finance and Administration can authorize the opening of a new bank account.
 - No University organization should have an outside bank account that contains University funds without prior approval from the Vice President for Finance and Administration.
- ❖ Written departmental procedures
 - All departments must have written procedures for the handing of cash in that area.
 - These procedures must be approved by Treasury Services.



Treasury Services

- ❖ Deposit Tickets
 - Deposit forms can be downloaded at the following internet address: <http://treasurer.cua.edu/TreasSvcs/>
 - All checks deposited should be made payable to The Catholic University of America (CUA).
- ❖ Preparing deposits
 - Deposit tickets should be filled with complete chartfield information prior to arriving at the Cashiers Office.
 - When making a deposit, be specific in describing the purpose of the deposit and have complete detailed attachments in case there are future inquiries.
 - All credit card transactions (deposits and refunds) should have back-up information attached.



Treasury Services

Preparing Deposits

The Catholic University of America										
Departmental Deposit Ticket										
Department:		Treasury Services				Date:		2/20/2008		
Contact Person:		Renell Lewis				Ext:		6445		
Distribution:										
Line#	ACCT	FUND	ORG	PROGRAM	SUBCLASS	PROJECT_ID	AMOUNT	10 Charcter Short Descr:	Detailed Description and Reason for deposit	
1	1900	11	852001	GEN	INSPT		\$ 300.00		Reimburse Travel Advance # 1913	
2										
3										
4										
Total Deposit:							\$ 300.00			
Total Cash Amount							\$ 200.00			
Total Checks Amount							\$ 100.00			
Total Credit Cards Amount									Signature	



Treasury Services

- ❖ Preparing deposits (cont'd)
 - Departments should keep copies of their deposit tickets as well as the receipts generated from the Cashier's Office.
 - All receipts should be reconciled monthly with Cardinal Financials (nVision Reports) to ensure org accuracy .
- ❖ Making deposits
 - Deposits are made at the Cashier's Office in Leahy Hall Room 155.
 - All individuals making deposits that contain cash **must wait** at the window for a receipt.
 - Deposits that do not contain cash still must be made at the window, but the receipt can be sent through Campus Mail.



Treasury Services

- ❖ Petty cash
 - A reimbursement fund which makes cash conveniently available for expenditure at local levels, in small dollar amounts, for official purposes of the University.
 - Department head requests petty cash fund from The Director of Treasury Services, selecting the primary custodian, and the dollar amount (default is \$200).
 - No single expenditure from a petty cash fund may exceed \$75.



Treasury Services

- ❖ Petty cash reimbursement
 - The fund should be balanced at least monthly. There should be a log of reconciliations.
 - When the cash on hand is depleted, prepare a direct pay form and provide all backup documentation, including accounting information.
 - Provide the direct pay form to the Accounts Payable Department.
 - AP will issue a reimbursement authorization form to the custodian.
 - The custodian will give the reimbursement authorization form to the Cashier, who will provide the cash reimbursement.



Treasury Services

- ❖ Domestic and International Wire Transfers (Outgoing)
 - Wire transfer forms can be downloaded at <http://treasurer.cua.edu/TreasSvcs>
 - All information on wire transfer forms must be filled in completely. Back-up documentation must be attached.
 - Please allow Treasury Services 2-3 days to process wire transfer requests.
 - Domestic wire transfers settle the same business day.
 - International wire transfers settle within 2-3 business days.



Treasury Services

- ❖ Domestic and International Wire Transfers (Incoming)
 - Notify the Cashiers Office if you are expecting to receive an international or domestic wire transfer.
 - Provide the Cashiers Office with the correct chartfield to credit the deposit.
- ❖ Unclaimed Checks
 - Please return any unclaimed checks Payroll or Accounts Payable has delivered to your department in a reasonable amount of time to allow for follow-up.
- ❖ Check Cashing
 - The Cashier will not cash any check under any circumstances. This includes University written checks.



FAQ – Treasury Services

- ❖ Who do I contact to place a stop payment on a check?
 - If you wish to place a stop payment on a check, please contact either the Payroll Dept. or Accounts Payable (depending on the check in question). AP or Payroll will send a request via email to Treasury Services.



FAQ – Treasury Services

- ❖ My department recently received a gift from a donor. Can I deposit the gift to my departmental account via the Cashiers Office?
 - No. All gifts and donations must be processed through The Office of University Development. The only exception to the rule is if a department receives a cash donation.