The Education University of Hong Kong

Guidelines for Cash/Cheque Collection

1. Segregation of cash custodian and recording of cash receipt

   To ensure proper control, it is recommended that two staff members/students are assigned to collect cash. One of them will be responsible for collecting the cash or cheques, and the other one will be responsible for keeping a record of the cash received.

2. Cash/Cheque collection – ensure the completeness and accuracy

   Proper record of all cash/cheques collected should be kept. The staff members/students should record the payers' name, date, amount of cash, phone number, and cheques received on a cash/cheque collection register.

   When cheque is received, the staff members/students responsible for collecting the cheque should make sure that the cheque received is 'crossed' and made payable to "The Education University of Hong Kong" with correct date.

3. Reconciliation of cash/cheques

   By the end of the day/the activity, the two staff members/students responsible for collecting the money should perform physical count and reconciliation of the cash and cheques received.

   The two staff members/students should count the cash, the cheques and reconcile the total amounts and the total number of cheques to the cash/cheque collection register. All cash, cheques counted should be recorded and the staff members/students involved should sign on the register after reconciliation.

4. Security for the cash and cheque received

   All cash or cheques received should be deposited into the bank on timely basis. If the cash or cheques could not be deposited to the bank on the date of receipt, they should be properly locked and deposit into the bank promptly in next working days.

The bank account number for deposit at the Bank of East Asia is "015-195-25-00004-7". A bank deposit slip will be given by the bank after deposit.

5. Timely accounting entries of the receipts

The original bank deposit slip and the signed register for cash/cheque collection together with a memo specifying the nature of the receipts and the respective Charging Code should be submitted to the Finance Office **within the same month of deposit** to ensure timely record of receipts.