

Appendix I

Purpose:

Procedure Title	Event-Cash Collection	Date Implemented	11/21/2014
Area	Parking and Transportation Services	Date Revised	03/21/2016
Responsibility of	Event Cashier, Operations Coordinator, PTSM		

To define and outline the University's policy with respect to the handling, receiving, and reporting of cash for events. This policy will also outline the procedures for collection of funds during an event, the issuance of additional tickets and the closeout of a cashier at the end of their shift.

Documents: Event Parking Cashier Form**Definitions:**

Field Deposit-Funds given to **Operations Coordinator**, by cashier, to reduce the amount of funds that the cashier has on hand.

Field Supervisor- The **Operations Coordinator** will oversee all cashiers and parking attendants prior, during and after event. This is a critical role in the Parking and Transportation department as the position will direct all activity during the event to ensure smooth execution of setup, cashiering, parking and breakdown.

Paid lot-Lot in which all guests must possess a valid permit. If guest does not have a valid Coppin State University permit and/or VIP event permit, guest must pay the fee designated for parking for the event.

Procedures:

A. Pre-Event

- a. Cashier will **sign out** a Parking and Transportation radio to use for communication during the event.
- b. Cashier will be provided an **Event Parking Cashier Form**
 - i. Cashier should complete the **Today's Date: Event Name or FLEX UID#, Field Supervisor, Cashier, and Lot Location** fields.
- c. Manager/Supervisor will enter the fee for parking in the **Event Parking Fee** field and initial in the **Field Supervisor Initial** field acknowledging they entered the parking fee.
 - i. Parking fee is determined by Parking and Transportation Services Manager.
- d. Field Supervisor will enter the ticket color in the **Ticket Color** field.
- e. Cashiers will be provided with a bank from supervisor/manager to be used for change. Bank will be given just prior to start of collection.
 - i. After counting the bank, cashier will enter the amount of the bank in the **Initial Cash Received from Field Supervisor** field for the monies initially received. Both parties will sign in the appropriate area acknowledging the funds received.
- f. Each cashier will be given a specific set of numbered colored tickets.
 - i. Tickets numbers should be written in the **Rcvd Tickets Numbers** field. The first, unused, and last unused number of the ticket book should be used. (Cashier may receive partially filled ticket books.) Cashier and Field Supervisor should sign, in the appropriate area acknowledging receipt of listed ticket numbers.

1. Depending on size of event, this process may be repeated.
- g. Field Supervisor will give instructions in regards to valid parking permits to be used during the event. i.e. Valid Coppin State University permit and/or VIP Permits issued by Parking and Transportation.
 - i. In the event that someone does not have a valid permit and indicates that they do not have to pay, cashier is to contact Field Supervisor **immediately**, via radio if not in the immediate area, and ask for assistance.
- B. During Event
- a. For each vehicle that enters a **paid lot** that does not have a valid permit, as discussed in **A.g.**, cashier will ask for appropriate funds from guest, and in return, place **the bottom portion** of next available ticket on the guest's dashboard; **the top portion is retained for reconciliation of tickets & funds, and proof of sales for audit purposes.**
- C. Change needed
- a. In the event the cashier begins running low on change, the cashier will call the **Operations Coordinator** on the radio, asking for assistance.
 - b. If cashier has large bills, they may be swapped with lower denomination bills.
 - i. Example, 3 twenty dollar bills can be swapped for 12 five dollar bills or 4 ten dollar bills and 4 five dollar bills.
 - ii. Cashier and **Operations Coordinator** should count funds taken from cashier and replacement funds given back to cashier. Paperwork does NOT have to be completed as long as there is an **even** swap of funds. For example \$20 bill for 4 \$5 bills.
- D. Reduction of Cash on Hand
- a. If cashier has more than \$200 on hand, cashier should contact the Field Supervisor asking for assistance.
 - i. **Operations Coordinator will arrive with a serially numbered tamper evident deposit bag. OC will fill out the cashier name & date on the bag & on the detachable tab of the same bag.**
 1. If cashier needs change also, the "Change needed" process should be performed first and then the reduction of cash on hand should take place.
 - b. **Cashier will place all bills larger than a \$5 bill into the deposit bag and seal the bag, retaining the detachable tab for later counting and reconciliation. Sealed serially numbered bag is given to the Operations Coordinator to transport back to the PTS Office for counting at the end of the event.**
 - i. Depending on size of event, this process may be repeated multiple times throughout the event.
- E. End of event or end of shift
- a. Tickets
 - i. Cashier will turn in **all tickets and ticket stubs.**
 - ii. **Operations Coordinator** will note the first unused ticket and the last unused ticket in the remaining pack and note it on the **Returned Ticket Numbers** field.
 1. If cashier has more tickets to return, those numbers should be included on a separate line.
 - iii. Both Cashier and **Operations Coordinator** will sign in appropriate fields, acknowledging the receipt of **unsold** tickets.
 - iv. Cashier and **Operations Coordinator** will count and verify the total number of tickets sold. **Operations Coordinator** will put the number of tickets sold in the

Total Tickets Sold field. This number MUST equal the difference between the number of unsold tickets issued and the number of unsold tickets returned.

- b. Cash
 - i. Cashier will count ALL cash funds, including those from ticket sales as well as funds received from the original bank. Funds do NOT have to be separated.
 - ii. Cashier will return the original bank amount received to the Operations Coordinator.
 - iii. Cashier will count cash funds from ticket sales. Interim deposits given to the Operations Coordinator in a sealed, serially numbered deposit bag are retrieved, the numbered removable tab retained by the Event Cashier is matched to the corresponding bag. These funds, as well as any final, non-interim cash received for event ticket sales are counted and noted on the Event Cashier Form.
 1. If the Operations Coordinator and the cashier's amounts are equal, then the Operations Coordinator enters the dollar amount of final funds received in the **Final Cash Drop Given to Field Supervisor** field. Both parties will sign the **Event Parking Cashier Form** acknowledging the final transfer of funds.
- F. Operations Coordinator will complete the **Multiplied by the parking fee** field, as well as the (=) **total funds collected \$** field.
- a. Operations Coordinator will total all the funds given to them by cashier, during and after event.
 - i. Operations Coordinator will put total funds in the **Total Cash Given to Field Supervisor** field.
 - ii. Cashier and Operations Coordinator will sign, acknowledging total of funds.
 - b. Operations Coordinator will transfer amount from **Initial Cash Received from Field Supervisor** field to (-) **Initial Cash** field.
 - i. **Total funds collected**, minus the initial cash, should equal the dollar amount in the **Total to Deposit** field.
 - ii. The serial number of the tamper evident deposit bag is written on the Event Parking Cashier Form.
 - iii. Operations Coordinator will give the cashier the Yellow copy of the Event Parking Cashier Form.
 - c. Operations Coordinator will fill out a final serially numbered tamper evident deposit bag, noting the cashier name, date, event name and cash totals on the outside of the bag; this information is also entered on the detachable tab of the same bag.
 - d. Corresponding cash and 2 copies of the completed Event Cashier Form are placed in the tamper evident, serially numbered deposit bag, and sealed. The detachable tab is retained for reconciliation of deposited funds at the University Cashier's Office.
 - e. Operations Coordinator drops the sealed serially numbered deposit bag into the office safe for transport to the University Cashier's Office the next business day.

Appendix II

Coppin State University
Parking and Transportation Services
Event Parking Cashier Form

Today's Date: ___/___/___

Event Name or Flex UID# _____

Field Supervisor: _____

Cashier (Print): _____

Lot Location (Circle at Least One): A B C D E F G H J

Event Parking Price: \$_____ Field Supervisor Initial: _____

Ticket Color: _____

Cashier Signature Field Supervisor Signature

Initial Cash Received

From Field Supervisor \$ _____

Rcvd Ticket Numbers

(Ex. 150-200) _____

Rcvd Ticket Numbers

(Ex. 150-200) _____

Rcvd Ticket Numbers

(Ex. 150-200) _____

Returned Ticket Numbers

(Ex. 170-200) _____

Returned Ticket Numbers

(Ex. 170-200) _____

Returned Ticket Numbers

(Ex. 150-200) _____

Total Tickets Sold _____ Multiplied by the parking fee \$ _____ (=) total funds collected \$ _____

Cashier Signature Field Supervisor Signature

Cash Given to

Field Supervisor \$ _____

Cash Given to

Field Supervisor \$ _____

Final Cash Drop

Given to Field

Supervisor \$ _____

Total Cash Given

to Field Supervisor \$ _____

(-) Initial Cash \$ _____

Total to Deposit \$ _____ (Copy of Deposit Receipt to be Attached After Deposit is Made)