

## **POLICY ON MANUAL RECEIPTS**



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## TITLE AND COPYRIGHT

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| <b>Title</b>  | <b>Policy on Manual Receipts</b>  |
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## DOCUMENT CONTROL DETAILS

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| Master document    | Documentation Control Centre   |
| Electronic Version | <a href="http://www.univen.ac.za/intranet/hr/documentation/docs">www.univen.ac.za/intranet/hr/documentation/docs</a> |
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## TABLE OF CONTENTS

|  |   |
|--|---|
| Title and Copyright                    | 2 |
| Document Control Details               | 2 |
| Table of Contents                      | 3 |
| 1. Purpose                             | 4 |
| 2. Definition                          | 4 |
| 3. Rules                               | 4 |
| 4. Procedure                           | 4 |
| 5. Forms                               | 4 |
| 6. Related Policies and Documentations | 4 |
| 7. Regulatory Framework                | 5 |
| 8. Review Date                         | 5 |
| 9. Record of Changes                   | 5 |
| 10. Approval                           | 5 |



## 1. PURPOSE

When the computer systems are down or on receipt of all foreign currencies, it is the policy of the University of Venda that receiving of money must be recorded on an official UNIVEN numbered receipt book, at the official UNIVEN cashier's counters

## 2. DEFINITION

Any money, payable to UNIVEN, received on behalf of the institution.

## 3. RULES

- 3.1 Cashiers that receive money or when the system is down should acquire an official receipt book (recorded in a register) from the cash handling office.
- 3.2 No commercial, non-UNIVEN receipt books bought over the counter at any book store or other shop may be used for this purpose.
- 3.3 An official receipt must be processed, and given to the payer, no matter what the amount of money, or under what circumstances. The same applies to money received via mail. Only supervisors may cancel receipts and the reason for cancellation must be stated. The original cancelled receipt must be attached to the book for investigation.
- 3.4 Strict control should be exercised with regard to the receipt books. The receipt book should be locked away and under no circumstances be made available to anyone else but the cashier who signed for it or for control and audit purposes.
- 3.5 Used receipt books must be returned to the cash handling office and signed back into the register.

## 4. PROCEDURES

- 4.1 Cheques crossed as not transferable may be accepted only if the drawers give their telephone numbers, physical addresses and identity numbers.
- 4.2 A list of all cheques must be kept, with the particulars of the drawer.
- 4.3 No cash cheques may be accepted.
- 4.4 There may be no alterations on any cheque. Look out for stale cheques.
- 4.5 No change may be paid out on a cheque received.
- 4.6 A proper summary should be made of the money received, and the details should correspond with the receipts issued. From the General Ledger, cashiers will generate an official computer receipt, which will be representative of the total of the hand written receipts. Such a process carries the money over to the relevant cost centre and account number. The numbers of the official receipts must be written in the hand written receipt book to serve as proof that all moneys were paid in.



- 4.7 Acknowledgement of the receipt book must be signed in the register. When the book is full and no longer in use, another one may be applied for. Thereafter, a receipt book will be issued only when the full book is handed in.

## FORMS

None

## 5 RELATED POLICIES AND DOCUMENTATIONS

Policy on providing cashier shortage/surplus

## 6 REGULATORY FRAMEWORK

GAAP

King III report on Corporate Governance

Higher Education Act (Act 107 of 1997)

## 7 REVIEW DATE

This policy will be reviewed after three years or as and when the need arises.

## 8 RECORD OF CHANGES

| REVISION | DATE | AUTHOR(S) | DESCRIPTION |
|----------|------|-----------|-------------|
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|          |      |           |             |

## 9 APPROVAL

  
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Registrar (Secretary of Council)