



In order to ensure the appropriate management of cash and cash equivalents, The Philanthropic Foundation has adopted this policy.

The policy addresses the following areas:

1. Designation of cash handling units and individuals/positions performing functions related to cash handling and cash accounting.
2. Arrangements to ensure that the person or persons properly authorized to sign checks, drafts, or other orders for payment of money or to approve/release electronic transfers of funds against CSU checking accounts is/are covered by a fidelity bond.
3. Identification, timing and composition of the monthly reconciliations that will be performed to ensure that cash and cash equivalents are received in a consistent manner utilizing systems that ensure integrity of existing internal controls.
4. The steps performed, annually or on a more frequent basis, to request local banks to search for unauthorized bank accounts that use the campus name, address, and federal identification number.

DESIGNATION OF CASH HANDLING UNITS

It is the policy of University Advancement and the Philanthropic Foundation that cash and cash equivalents be collected and documented in a timely, controlled and cost-effective manner.

- The only cash collection point designated is the offices of Advancement Services located at 2600 Nutwood Avenue – suite 850, Fullerton, California. As such, all cash and cash equivalents should be delivered to this location, including but not limited to gifts, event registrations and other monies for which the Philanthropic Foundation serves as the fiscal agent.
- When a philanthropic gift is received outside of the cash collection site, the gift processing policy regarding logging and delivering gifts must be followed by the campus department collecting the gift. Campus departments will follow their own cash management policy when dealing with currency and other negotiable items.
- As a general rule, the Philanthropic Foundation only accepts U.S. denominated currency, coins, and checks. For other currencies, the Philanthropic Foundation's Chief Financial Officer should be consulted prior to acceptance.
- The Philanthropic Foundation complies with **Federal and State Laws and Regulatory requirements** governing transactions involving currency and coin.
- Checks may be payable to: "Cal State Fullerton Philanthropic Foundation," "CSFPF," the name (i.e. Mihaylo College of Business and Economics) or reasonable variations thereof of any recognized college, department, or program of California State University, Fullerton. All invoices, reminders, solicitation devices, invitations, or other documents requesting contributions or registrations must clearly advise payers of the proper payee designation. Items without proper payee designations may be either forwarded to the appropriate entity (if identifiable) or returned to the payee no later than thirty (30) days from receipt.



CALIFORNIA STATE UNIVERSITY, FULLERTON

Philanthropic Foundation

2600 Nutwood Ave Suite 830, Fullerton, CA 92831 / T 657-278-2786

- Checks accepted by the Philanthropic Foundation must contain all legally required elements including:
 - Dating no earlier than 180 days prior to the day of acceptance (unless a shorter time period is clearly marked on the face of the check) and no later than the day of acceptance.
 - Legible and consistent amounts, both numeric and written.
 - Valid signature by the account holder.
- Checks bearing the legend “Payable/Paid in Full” are not acceptable.
- Checks drawn on foreign bank accounts will be deposited by the Philanthropic Foundation and the account credited for the U.S. currency value, net of any fees.
- Checks, including mailed remittances, received by the Philanthropic Foundation must be immediately restrictively endorsed for deposit by Advancement Services (endorsement stamp or its mechanical equivalent).
- Once the check deposit is received by the Foundation from Advancement Services it will be electronically deposited within 24 hours.
- Cash and cash equivalents deposited to the Foundation by Advancement Services must be locked in a secure receptacle or safe at all times
- A cash receipt will be created for every currency or coin transaction at the time of submittal by campus department. Advancement Services will designate a gift logger who will create a daily log of cash and cash equivalents received. When cash and currency is received, the gift logger will seal the cash bag and deliver the bag to the Foundation in the same day. The Cash bag will be locked in a secure location until it can be delivered to the Foundation.

Debit/Credit Card Payments

It is the policy of the University Advancement and the Philanthropic Foundation that the acceptance and processing of Debit/Credit Card payments adhere to prevailing rules, regulations, and laws pertinent to Debit/Credit Card payments processing.

- Events or programs accepting credit card payments will utilize an appropriate Point of Sale terminal or equipment supplied to the event or program by the Philanthropic Foundation. The equipment will be checked out through Advancement Services.
 - These terminals or equipment must be configured to prevent retention of the full magnetic strip, card validation code, PIN, or PIN Block cardholder data once a transaction has been authorized. If any account number, cardholder name, service code, or expiration date is retained, it must be encrypted and protected according to the standards outlined in the [Payment Card Industry \(PCI\) Data Security Standards](#).
- In the rare circumstances in which a written request to process a customer’s credit or debit card is received or obtained, the request must contain all of the following elements:
 - Properly signed/executed authorization from the cardholder,
 - Credit/debit card account number with expiration date and security code, and
 - The card holder’s correct billing address and phone number.

THE CALIFORNIA STATE UNIVERSITY



- Should a document be created with credit card information (via imprint or manual transcription of card information), such documents must be secured, retained, and/or disposed in accordance with the CSFPF Document Retention Policy and PCI Data Security Standards.
- All Foundation gateways for credit and debit card processing must operate in conformity with prevailing PCI Data Security Standards and must be compatible with the Foundation's merchant card processor.

2. PHYSICAL CONTROLS ON CASH AND CASH EQUIVALENTS

The Philanthropic Foundation will maintain burglar proof/fire resistant safes to secure cash and cash equivalents. Appropriate financial services personnel will have access to utilize these safes for safe-keeping of currency, coin, checks, and other financial items.

- The Chief Financial Officer will ensure the safe's combination is given only to authorized personnel and will maintain physical records as to who has access to the combination.
- A safe's combination must be changed whenever a person who knows the combination leaves the employ of the University or the Philanthropic Foundation. Documentation must be maintained showing the date and the reason for the combination changes.

The Philanthropic Foundation will contract with an appropriate licensed courier for the transport of currency and coin from the Philanthropic Foundation office to the financial institution for deposit.

3. FIDELITY BOND

The Philanthropic Foundation will procure a fidelity bond to cover officers of the Philanthropic Foundation and University staff assigned to the daily cash management functions. The fidelity bond will be sufficient to cover both the revenue and expenditure transactions of the Philanthropic Foundation.

4. MONTHLY RECONCILIATIONS

It is the responsibility of the Account Signers to ensure monthly reconciliations are completed. The Philanthropic Foundation will provide a monthly statement of activities via the campus' portal to facilitate these reconciliations. Reconciliations must be in sufficient detail to ensure all deposits and expenditures are reviewed and that outstanding reconciling items are documented.

Reconciliations can be performed by administrative personnel reporting to the Account Signer provided the Account Signer reviews the reconciliation and documents their review



by signature and date. Reconciliation records must be retained for a minimum of twenty-four (24) months. Discrepancies should be reported to the Philanthropic Foundation upon discovery. The Philanthropic Foundation will work in partnership with the Account Signer to resolve the discrepancy within thirty (30) days.

5. SECURITY OF FOUNDATION TAX IDENTIFICATION NUMBER

The Tax Identification Number assigned to the Philanthropic Foundation will only be used with the approval of the Board of Governors. As the unauthorized use of the Philanthropic Foundation's TIN is considered a crime by the Internal Revenue Service, the Philanthropic Foundation will contact local financial institutions in writing on an annual basis to monitor whether accounts have been created without the approval of the Foundation.