

**UND Music Department
Policies and Procedures for Billing / Receiving Payments and Tracking Inventory**

I. GENERAL CASH FLOW MANAGEMENT

The UND Music Department follows procedures mandated by the University's Internal Auditing Department, as described in the Internal Auditing Homepage, at:
<http://www.und.nodak.edu/dept/controls/>

II. CASH RECEIPTS

A. General Statement

The Music Department has occasion to receive cash in payment for a number of activities. This includes (but is not limited to):

1. Concert ticket sales
2. Sale of items for fund-raising
3. Collection of student payments for ensemble tours
4. Audition, registration, tuition, or similar fees for symposia, colloquia, workshops, community music classes, etc.

The Music Department's policy of cash management is to account fully for all funds received and to ensure their safe deposit in the UND Account.

The Music Department follows the university mandated procedures for dealing with these cash payments as noted in the UND Internal Auditing Homepage at:
<http://www.und.edu/dept/controls/cashrcpt.htm>.

B. Particular Concerns of the Music Department — Documenting Payments

1. Concert ticket sales are accomplished with a cash box at the door, which is counted and verified both before and after the concert. Numbered tickets are used for verification of sales and assigned complimentary tickets. Complimentary admissions by pass are recorded on a sign-up sheet at the door, in order to maintain an accurate cross-tally of headcount and ticket sales.
2. On all items sold over-the-counter (T-shirts, sweatshirts, batons, etc.), buyers must be given pre-numbered receipts, of which the department retains a duplicate carbon copy.
3. On all payment collections for ensemble tours or similar events, payors must be given pre-numbered receipts, of which the department retains a duplicate carbon copy.
4. On all registration fees received at the door for symposia, colloquia, workshops, community music classes, or similar events, payors must be given pre-numbered receipts, of which the department retains a duplicate carbon copy.

C. Procedures for Handling Funds

1. All checks shall be made out to "UND," or "The University of North Dakota."
2. All checks received shall be immediately stamped with a restrictive endorsement, including the words "For Deposit Only."
3. All funds received, checks or cash, must be kept in a locked metal cash box in a locked cabinet or room.
4. Funds must be deposited in the University account at least weekly, or as soon as the total exceeds \$100.00.
5. If a payment error occurs, the original check shall not be returned to the payor; rather, a new check shall be issued for either the additional payment, or the amount to be refunded, with appropriate documentation of the transaction.
6. The Office Manager should prepare the deposit report, and this should be verified and the Business Office receipt reconciled to it by another staff person, preferably the Secretary-Receptionist.
7. For the safety of University personnel and the security of monies, the University Police must be called to transport all deposits to the Business Office in a locked pouch.

III. INVENTORY CONTROL

A. Items for Sale

Inventory records shall be maintained of all CDs, T-shirts, sweatshirts, batons, etc. purchased by the Music Department for resale. These records shall include the quantities originally purchased, the quantities sold, the quantities gifted, and the quantities remaining unsold.

B. Large Equipment Inventory

1. Items of large equipment (musical instruments, computer, other electronic equipment, etc.) shall be retained in their assigned room.
2. If it is necessary to move an inventoried large equipment item to another room, the department secretary shall be notified and appropriate changes shall be made on the department's inventory report.
3. Items of large equipment removed from the department through exchange or surplus sale shall be removed from inventory by a written inventory change report.
4. Maintenance of the Large Equipment Inventory List and updates to it shall be duties of the Office Manager.

IV. MISCELLANEOUS

The Music Department shall only prepare credit memos to credit individual students' Accounts Receivable balances when the charges originate from the Music Department.

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