

STATEMENT OF CASH COLLECTIONS (SCC)

No.

FROM: _____
County _____ Zip Code _____ (Telephone) _____

Date(s) of Cash Collection _____

Bank Deposit Date _____

Date SCC prepared _____

Date received by BOCK _____

KFS Advance Deposit # _____

Handwritten Receipts

No. _____ - No. _____ No. _____ - No. _____

ACCOUNT NAME	COA	ACCOUNT	SUB ACCT	OBJECT	PROJECT	DEPOSIT DESCRIPTION	SALES TAX % USED	AMOUNT
								\$
								\$
								\$
								\$
								\$
								\$
CALIFORNIA SALES TAX PAYABLE	3	1155100		0510				\$
						SUBTOTAL		\$
<i>Cash Overage ADD</i>				007X				\$
<i>Cash Shortage DEDUCT</i>				007Y		Enter as a negative		\$
Collected: _____ + _____ + _____ + _____ = _____								\$
Currency		Coin		Checks		Credit Card		TOTAL

Preparer's Signature _____ Date _____ County Director's Signature _____ Date _____

Instructions / Comments

The purpose of this form is to act as a cover sheet for miscellaneous cash receipts and gifts that are submitted to the Business Operations Center - Kearney for entry into the Quali Financial System.

Miscellaneous cash receipts and gifts must have separate SCCs; **they cannot be combined**, however, multiple miscellaneous cash receipts OR multiple gifts can be combined on one SCC.

Prior to deposit, checks must be endorsed 'for deposit' with an official endorsement stamp.

Initially, complete Document Tracking Information.

- Enter a 5-digit number (no alpha characters) for internal tracking purposes. (Each county can develop whatever system they prefer (i.e., 00001, 00002))
- Date (or dates) cash/checks were collected
- Date that deposit was made at the bank
- Date that this document was prepared

Enter name of County submitting deposit and telephone # of preparer

All receipts must be accounted for and submitted in numerical sequence.

- Denote breaks in sequence in the provided space.
- Any voided receipts, all copies, are to be submitted with this SCC to the BOC-K.

For each account, list total deposit with detailed account description and account #.

Miscellaneous cash sales only: Sales tax collected must be reflected on a separate line and will be paid to the State Board of Equalization. Please provide the sales tax percentage that was used at the point of sale for each applicable line. UC ANR is not exempt from paying state tax, so sales tax must be charged at the point of sale for all taxable sales. If not charged at time of sale on taxable items, must be self-assessed when submitting the SCC.

Record any shortages or overages in the Cash Overage/Shortage section.

Verify that all totals are accurate and match the deposit receipt provided by the bank at the time of deposit.

Obtain signatures of the Preparer and the County Director.

Mail SCC and all required supporting documents to BOC-Kearney, 9240 S. Riverbend Ave., Parlier, CA 93648

For more detailed descriptions of cash handling procedures and best practices, reference ANR UCCE's Cash Handling Policy.