

Cash Receipting Procedure

Section 1 - Purpose

(1) ACU's Cash Receipting Procedure defines the process for collecting, handling, recording, receipting and banking University monies with optimal efficiency.

Section 2 - Scope/Application

(2) This Procedure applies to all staff members, staff representatives and students.

Section 3 - Overview

(3) The Cash Receipting Procedure applies to all staff and students responsible for receiving monies paid to the University.

(4) All cash collected by the University must be receipted by the Finance & Planning Office. All cash receipted must be processed into the University's finance system, Tech One.

(5) This procedure ensures accurate and timely cash handling, reducing risk to staff and the University.

Section 4 - Procedure

(6) All monies must be deposited with the Finance & Planning Office, Cashier as soon as possible to the day they were collected or received.

(7) All monies deposited, must be accompanied by a Banking at Finance Form, outlining depositor's name, date of deposit, associated revenue activity, project account code string, GST treatment and total value.

(8) When monies are received by the Finance & Planning, Cashier office, the team member will reconcile the monies together with the 'Banking at Finance form' by:

- a. Checking for mathematical accuracy
- b. Verifying cash and cheque totals are listed correctly
- c. Verifying that the project account code string, and natural account number are completed
- d. Checking that a description for the revenue has been listed
- e. Verifying that the funds received equal the amount on the deposit form
- f. All variances will be reported to the depositor and noted on paperwork

(9) The Finance & Planning, Cashier office, will issue an official ACU tax invoice/receipt from Tech One. The receipt will be emailed to the depositor listed on the 'Banking at Finance form' unless otherwise stated.

Please ensure any supporting documentation is attached with the deposit for identification purposes and

(10) The Finance & Planning Office is responsible for reconciling receipts and organising the banking of all University monies to its banking and finance institution.

Section 5 - Review

(11) The University may make changes to this Procedure from time to time to improve on the effectiveness of its operation. In this regard, any employee who wishes to provide comment / feedback about this Procedure may forward their suggestion to the Chief Financial Officer.

(12) In line with the [Policy Development and Review Policy](#), this Procedure is scheduled for review every five years or more frequently if appropriate.

Section 6 - Associated Information

Finance and Planning Cashiers office locations

Location	North Sydney Campus, MacKillop	Melbourne Campus, St Patrick's	Brisbane Campus, McAuley
Contact	Cathy Chen	Atri Arinia	Belinda Madeira
Address	Tenison Woods House Level 13, Room 13.19D Bldg.532, 8-20 Napier Street North Sydney NSW 2060	250 Victoria Parade Level 8, Room 8.11 Bldg.460 - 250 Victoria Parade East Melbourne VIC 3002	The Mercy Building Ground floor, Room G.06F4 Bldg.216 - 1100 Nudgee Road Banyo QLD 4014

Section 7 - Further Assistance

(13) The Finance Directorate is responsible for the management of all cash receipting and banking of University monies.

(14) Inquiries can be made to Finance.Banking@acu.edu.au

Status and Details

Status	Current
Effective Date	27th November 2025
Review Date	27th November 2030
Approval Authority	Vice-Chancellor and President
Approval Date	16th November 2025
Expiry Date	Not Applicable
Responsible Executive	Petrus Swemmer Chief Financial Officer
Responsible Manager	Mitch Srbinovski Associate Director, Financial Operations
Enquiries Contact	Financial Operations