

## **Cash Controls** <sup>[1]</sup>

The purpose of the Cash Controls Course is to equip participants with an understanding of the various forms of incoming payments (receipts), how they should be processed, deposited, and booked into the general ledger, as well as the internal controls that must be put in place to prevent error and fraud.

**Program Level:** Basic

**Prerequisites:** None

**Advanced Preparation:** N/A

**Instructional Method:** Group-Live

**Instructor:** [Lexie Kelly](#) <sup>[2]</sup>

**Recommended CPE Credit:** 2 Hours

**Field of Study:** Finance

### **Course Objectives:**

At the end of the course, participants will be able to:

- Describe the types of payments used in the University environment and explain how these payments should be handled and prepared for deposit;
- Identify how to book entries for receipts and adjustments in the general ledger;
- List the proper internal controls that must be in place for all payment-handling procedures; and,
- Describe the fiscal roles and responsibilities within the department and the University.

### **Course Materials:**

- Presentation

### **Program Policies** <sup>[3]</sup>

### **NASBA Statement:**

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[www.learningmarket.org](http://www.learningmarket.org) <sup>[4]</sup>.



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**Links**

[1] <https://www.cu.edu/controller/cpe-cpas/course-catalog/cash-controls> [2]

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