

CREDIT & CASH COLLECTIONS

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category	F. Finance ▾
Policy Number	F06
Approval Date	September 29, 2026
Effective Date	September 29, 2026
Policy Owner	Chief Financial Officer

Objective	The objective of this policy is to establish a standardized framework for credit accounts when a need can be demonstrated and ensure effective stewardship of all cash collected at Olds College of Agriculture & Technology (the "College"). This policy ensures fiscal responsibility and accountability for the College related to credit and cash collections.	
Policy	1.	Credit
	1.1	Students: • Student tuition and fees are governed by the I10 Tuition & Fees Policy. • Student credit accounts are created and managed by the Office of the Registrar.
	1.2	Non-Students: • Other credit accounts are requested by departments through the <i>Invoice Request</i> form and are created and managed by the Accounts Receivable team in Business Services. • Invoice requests must include the authorization of the credit account through (but not limited to) a signed contract, booking confirmation or donor agreement.
	1.3	Allowances for Doubtful Accounts: • The College adheres to Public Sector Accounting Standards (PSAS) in recording, valuing and writing-off credit accounts. • General allowances are recorded annually as follows: ○ 0% for accounts 31-60 days olds ○ 25% for accounts 61-90 days old ○ 50% for accounts 91-120 days old ○ 100% for accounts over 120 days old • In addition, allowances are determined/adjusted by a detailed analysis on an account by account basis.

	2.	Cash Collection
	2.1	The Director, Business Services (Director) authorizes all cash collection activities at the College. All departments and staff receiving cash are responsible to follow this Policy and its related procedures.
	2.2	The Director defines internal controls related to cash collection which must be adhered to. These controls include: • Safeguarding assets: the physical protection of the cash and individuals responsible for handling the cash. • Segregation of duties: different individuals are assigned to distinct tasks related to cash collection duties. • Accountability: cash transactions are authorized, properly accounted for, documented, and traceable to the original cash collector. • Reconciliation: transactions have been recorded correctly. • Monitoring: processes are reviewed on a regular basis to ensure effective controls, well-trained staff, and to identify and investigate unusual activity. • Chain of custody: cash collected is kept intact from the time of receipt to its deposit, and a record is maintained of its transfer between departments and individuals.
	2.3	Bank accounts are administered by Business Services and no other departments or staff members may open or maintain bank accounts for the purposes of accepting cash.
	3.	Petty Cash
	3.1	The Director authorizes all petty cash floats distributed to departments.
	3.2	To align with best financial practices and enhance transparency and efficiency, staff are expected to utilize designed corporate procurement methods, such as corporate purchase cards or the formal expense claim reimbursement process, for all business related expenditures.
	3.3	Petty cash funds are maintained solely for minor, infrequent, and immediate purchases where alternative methods are impractical. Their use will normally be limited to the maximum amount specified in the relevant policy (typically under \$100 per purchase).
Definitions	Allowance for doubtful accounts: An estimated calculation of the amount of credit deemed uncollectible.	
	Cash: Forms of payments received by or on behalf of the College, including cash, cheques, money orders, bank drafts, debit cards, credit cards and any electronic monetary transaction.	
	Credit: Monies owed to the College for goods or services rendered to customers.	
	Customers: Any individual or entity who purchased goods or services from the College, including students.	
Related Information	Public Sector Accounting Standards (PSAS) <i>Invoice Request Form</i>	

Related Procedures

F06 Credit & Cash Collections Procedure
I10 Tuition & Fees Policy

Review Period

3 years

Revision History

New: May 1985
Revised: September 2026