



Office of the Senior Executive Officer
Finance & Administration
Health Science Center
1 University of New Mexico
MSC09 5300
Albuquerque, NM 87131

MEMORANDUM

Date: May 2, 2016

To: HSC Deans, Directors, Department Chairs and Administrators

From: Ava J. Lovell CPA, Senior Executive Officer for Finance & Administration HSC

RE: Fund Raising Activities and Cash Management Policy 7200

A handwritten signature in blue ink, appearing to read "A. Lovell", is written over the "From:" line of the memorandum.

This memorandum reaffirms the need to adhere to the New Mexico state statute and UNM Administrative Policy requiring all cash and check revenues to be deposited in the University's bank account the next working day or within one week if less than \$50. Although many of our UNM HSC units receiving cash and checks already meet this requirement, we are reminding you that all units need to comply with the statute and policy.

All funds including those generated by fund raising activities such as bake sales must be deposited in the University account; no bank accounts may be set up except those established by the UNM Controller.

Fund raising activities must be consistent with the organization purpose, university policy and state and federal laws. UNM Administrative Policy mandates that all who handle cash and their supervisors complete the Cash Management training course offered by the EOD Department.

In order to ensure compliance with policies and strengthen internal control over bake sales and other fund raising activities, each HSC College has established a permission form that must be submitted in advance by units who wish to sponsor these charitable events. Cash custodians will need to be established as part of the application process, as well as providing documentation which indicates completion of the Cash Management training. A fund raising report must be submitted at the conclusion of the event to ensure all monies have been appropriately accounted for in the Banner Finance System. Subsequent requests for events cannot be granted if a unit does not comply with these new standards.

For additional information and guidance, please contact your college financial administrator.

Thank you for your cooperation and compliance.