

The Rules on Cashier Operations

General Provision

Article 1

These rules determine cashier operations related to storage, recording and available cash in the cash box in organizational units of the University of Montenegro and indoor units having a separate sub-account operations (hereinafter: University units).

Cashier operations include:

- Receiving, issuing and storing of cash;
- Payment in cash (cashier operations) and
- Recording and storing of cashier documentation.

The cash is kept in non-transferable cash box-the safe of the University unit.

Cashier operations shall not exceed EUR 300, 00 on a monthly basis according to the Decision of the Management Board of the University of Montenegro, number 07-439/1, from January 28th, 2013, which does not include awards of students paid according to decisions of competent authorities of the University of Montenegro or organizational units.

Cashier Operations

Article 2

Cashier operations include:

- The preparation of documentation for cash withdrawals from the account of the University of Montenegro or organizational units and cash withdrawals under the authority of the Rector, the Dean, director or a person authorized by them;
- The control of formal correctness of documents that are the basis for the cash payments or cash withdrawals;

- The control of the content of documents that are the basis for payment approved by the Rector, the Dean, director or a person authorized by them ;
- Performance of payment (return) in cash box and payments from the cash box
- Recording of payments (cash withdrawals and return of the advance) in and out of the cash box
- Preparing of the travel mobility report and the decision on the extension of a business trip abroad
- Conduct of the cashier operations records(dairy of the cash box, deposit account and paid account), in electronic form
- Keeping cash in cash box
- Keeping cashier documentation
- Daily reconciling of cash balance in the cash box with the balance in the cashier report and analytical card

Cashier operations shall be done conscientious, responsible, accurate and updated.

A person responsible for cashier operations is responsible for the condition of the cash box.

Bookkeeping of the Cash Box

Article 3

A person responsible for cashier operations keeps records of the cash box in electronic form (deposit account, paid account and dairy of the cash box) for each day when the changes occurred in the cash box.

Electronic record is kept separately for the cash box from the funds approved by the Budget Law, and separately for the cash box from the funds approved by international projects.

After entering data into electronic record of the cash box, printing of the already mentioned accounts and diaries is performed. They are attached to the accounts for business journey, paid advances and other documents (decision on payment and similar), submitted for recording to a clerk so to prepare documentation for recording – the account officer.

Article 4

The cash box documentation is recorded at the same time with other accounting documentation and minimum within three days from the date of alteration.

Inventory of the Cash Box

Article 5

If a person responsible for cashier operations ceases to perform temporarily or permanently cashier operations, inventory and exchange of the cash in the cash box shall be made.

The inventory is made by employee who handed over the cash box and employee who assumes it in the presence of a direct supervisor.

During the exchange of the cash box (the cash and documentation), the record with entered data about the cash state is made. The record is signed by people who performed the exchange and certified by the current Head. Record is printed in three copies. One copy shall be kept by the persons who performed the exchange and one copy shall be archived in cashier documentation.

The Inventory of the cash box is done once a year at the end of the last day of the financial year, by Census Commission for the purpose of the annual financial report (INT).

Article 6

These Rules shall be an integral part of the Book of Operation Procedures of the University of Montenegro.

Final Provision

Article 7

These Rules shall come into force upon adoption and shall be applied on the following day after publication in Bulletin of the University of Montenegro.

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Podgorica, May 26th, 2016

MANAGEMENT BOARD OF THE UNIVERSITY OF MONTENEGRO

The Chairperson,

Dusko Bjelica, PhD