

**Title: Internal Control of Vaults**

- Initial Action: 12/11/1997
  - Board Resolution: 97-130, 23-009
  - Last Revised:
    - Policy: December 2022
    - Procedure:
  - Last Reviewed: December 2022
  - Effective: 12/11/1997
  - Next Review: December 2026
  - Responsibility: Finance
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**Policy:**

The Vice President of Finance and Administration, with recommendations from the Controller, shall have the authority to designate access to vaults to appropriate college employees. Vault combinations shall be changed not less than annually. In the event of turnover of employees with vault access, combinations will be changed immediately.

**Procedure:**

1. The following employees will have access to the main college vault:
  - Controller
  - Accounting Manager, Finance
  - Finance, Planning & Analysis Manager
  - Assistant to the Vice President of Finance and Administration
  - Manager of Procurement,
  - and Accounting Technician, Accounts Payable
  
2. The following employees will have access to the locking cabinet in the main college vault:
  - Controller
  - Accounting Manager, Finance
  - Assistant to the Vice President of Finance and Administration
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3. The following employees will have access to the North East accounts receivable vault and security drop box:
  - Controller
  - Assistant to Vice President of Finance and Administration
  - Bursar
  - Assistant Bursar

- Accounting Technicians
  - Cashier's
4. The following employees will have access to the Elkton accounts receivable vault and security drop box:
    - Controller
    - Assistant to the Vice President of Finance and Administration
    - Admissions and Registration;-full-time and part-time Registration Technicians
  5. The following employees will have access to the PE Complex vault:
    - Controller
    - Assistant to the Vice President of Finance and Administration
    - Director, Athletics
    - Specialist Athletic Services
  6. The following employees will have access to the Milburn Stone Theatre vault:
    - Controller
    - Assistant to the Vice President of Finance and Administration
    - Director of Milburn Stone Theatre
    - Artistic Director of Milburn Stone Theatre
  7. The following employees will have access to the Cecil College Foundation vault:
    - Controller
    - Assistant to the Vice President of Finance and Administration
    - Executive Director, Foundation & Alumni Development
    - Administrative Office Associate I
    - Development Coordinator