Directive on cash transactions at ETH Zurich as part of the ETH Zurich Financial Regulations

01 January 2015

Disclaimer: Please note that this document is an English translation of the "Weisung über den Bargeldverkehr an der ETH Zürich (RSETHZ 245.2)". The GERMAN version of this document is legally valid and applicable exclusively.

(English is not an official language of the Swiss confederation. This translation is provided for information purposes only and has no legal force.)
Directive on cash transactions at ETH Zurich

of 30 September 2009

The Vice President Finance and Controlling issues the following directive under Article 9(1)(d) as well as articles 97 and 107 Financial Regulations of ETH Zurich of 28 September 2005

1. General provisions

1.1 Purpose

ETH Zurich provides the possibility to withdraw or deposit cash at the counters at the Zentrum or on Hönggerberg, particularly for petty cash settlements, fees and expenses for guest speakers, urgent down payments on salaries for ETH employees as well as grant, loan and salary payments for persons who do not hold a post office/bank account.

For minor expenses, petty cash can be requested from the Accounting Department, Financial Accounting Section, Petty Cash.

1.2 Scope

This directive governs the cash transactions at ETH units; it applies to the departments, institutes, professorships and central bodies of ETH Zurich.

1.3 Responsibilities

The Accounting Department, Sub-ledgers/Cash is responsible for withdrawals and deposits at the counters in the main building and on Hönggerberg.

The Accounting Department, Financial Accounting Section is responsible for all formalities and queries in connection with petty cash.

2. Principles for the main counters

2.1 Principles of the counters at the Zentrum and on Hönggerberg

2.1.2 Payments

Payments may only be made via the counters that are in compliance with the Financial Regulations of ETH Zurich.

Persons withdrawing cash must prove that they are authorised to make the withdrawal.

Down payments and settlements of professional expenses are not usually paid out in cash, but are transferred to the salary account of the ETH employee via the Accounts Payable Department. The sole exception is down payments for group and seminar trips.

Payments to third parties (test persons, guests, seminar attendees, etc.) who do not collect the money from the counter in person are posted as down payments. Proof that the final beneficiary has received the money must be provided within one week by means of a signature from the actual recipient of the money.

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1 RSETHZ 245 (last revised 20 January 2009)
2 Financial Regulations, article 107
3 RSETHZ 245 (last revised 20 January 2009)
4 Directives for inviting guest professors, academic guests and guest speakers (RSETHZ 515.1)
When providing refunds to guest speakers, the process of the ETH HR Department must be complied with using the corresponding form.\textsuperscript{4}

Down payments on salaries and hourly wages must be requested from the ETH HR Department and are paid to the salary account of the ETH employees. In justified exceptional cases, it is possible to make cash payments on the basis of an order from the ETH HR Department.

Cash payments in excess of CHF 10,000 and large denominations of notes and coins must be registered ten days before collection with the Head of Sub-ledgers/Payments or the deputy.

2.1.3 Deposits
Income of any kind, e.g. script sales, etc., must be processed immediately via the counters in the main building or on Hönggerberg. For larger amounts and in the event of larger denominations of notes and coins, a separate date outside the official opening hours must be agreed with the counter officials.

2.1.4 Requirements for receipts
The receipts must state the following information:
the amount, fund, funds centre, nominal account, reason for the payment or deposit, including the correct value added tax rate with the associated original detailed receipts as well as the signature in accordance with the Financial Regulations of ETH Zurich.

3. Principles for petty cash

3.1 Authorisation
In accordance with article 107 of the Financial Regulations, budget managers have the possibility to request a petty cash down payment in the amount of no more than CHF 1,000 for smaller operating expenses (e.g. postal fees, stationery, meals)\textsuperscript{5} from the Accounting Department, Financial Accounting Section.

3.2 Responsibility
The responsibility for the correct management of petty cash is borne by the relevant budget managers. This responsibility can be transferred to the administrators who assume the cash management within the meaning of article 18 of the Financial Regulations.

In the event of changes to addresses, to the persons in charge or to the budget managers, the Petty Cash Change form must be used.

3.3 Petty cash number
When opening the petty cash, a petty cash number is assigned by the Accounting Department, Financial Accounting Section, which is used as the reference in collaboration with the Accounting Department and needs to be stated on all documents.

3.4 Petty cash handover
In the event of a change to the budget managers or cash managing administrators, a handover record must be drawn up that is to be signed by the current and subsequent budget managers and cash managing administrators.

\textsuperscript{5} article 107 (1) Financial Regulations of ETH Zurich (RSETHZ 245)
The Change Reports Petty Cash form at www.fc.ethz.ch is to be used for the handover and is to be sent to the Accounting Department, Financial Accounting Section along with the handover record.

In the event of a change in staff, an introduction session into the matter of petty cash must be provided; where necessary, the Accounting Department, Financial Accounting will support this process.

4. Petty cash management

4.1 General

Expenses required for operations amounting to a maximum of CHF 100 per single receipt can be processed via petty cash. They must be stated in the petty cash statement. Every expense item must be stated in chronologic order and documented individually. The receipts must be numbered and affixed to a separate sheet of paper. The petty cash statement as well as all original receipts must be presented for the cash settlement at the counter in the main building or at the counter on Hönggerberg. Income may not be processed via the petty cash statement. It must be kept separately and be deposited immediately in a budget manager’s fund at the counter in the main building or at the counter on Hönggerberg.

Templates for the cash ledger can be obtained at www.fc.ethz.ch.

4.2 Opening

The opening of petty cash is to be requested in writing with the Application for Opening form from the Accounting Department, Financial Accounting Section by the budget managers for their areas of responsibility.

4.3 Petty cash statement

The petty cash must be settled as required, but at least once a year at the counter in the main building or at the Hönggerberg counter. The official form at www.fc.ethz.ch is to be used for the petty cash statement. The petty cash statement must be signed by the relevant budget managers.6

4.4 Increase

The increase in the petty cash down payment can be requested accompanied by a written explanation and using the Application for an Increase from the Accounting Department, Financial Accounting Section.

4.5 Repayment

If the petty cash is no longer required, the Application for Liquidation form is to be used and sent to the Accounting Department, Financial Accounting Section.

The Financial Accounting Section sends a cash deposit receipt to the budget managers. The Petty Cash Statement form is to be used for the final statement, and the cash deposit receipt for the repayment.

4.6 Petty cash down payment check

The budget managers or the cash managing administrators are obligated to conduct a regular balance check. All expense receipts plus the cash funds must correspond to the amount of the petty cash down payment made. Any deviations must be reported immediately to the Accounting Department, Financial Accounting Section.

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6 RSETHZ 245, article 75, article 97 (last revised 20 January 2009)
Once a year, the Accounting Department will conduct a petty cash down payment check within the framework of its annual financial statements activities.

5. **Security**

5.1 **Safekeeping**

6.1.1 **Cash**

The cash managing administrators are responsible for the consistent locking away of the petty cash, unless the budget managers look after the petty cash themselves. If no safe is available for the safekeeping of the cash funds, a lockable strongbox is to be used that is also to be kept in a lockable piece of furniture.

6.1.2 **Petty cash statement**

The petty cash statement must be kept separately from the petty cash.

6.1.3 **Cash box keys**

The budget managers or cash managing administrators are responsible for the keys. The number of existing keys and the release of keys must be subjected to precise checks. The information recorded in this process should not be accessible to third parties. The key duplicates are to be kept safely, where possible in a safe.

If a key is lost, the budget managers must immediately inform the Accounting Department, Financial Accounting Section, which decides on the measures to be taken.

6.1.4 **Theft**

In the event of theft, the budget managers or the cash managing administrators are obligated to report the incident immediately. The loss of the cash box must be reported to the Safety, Security, Health and Environment staff unit and also to the Accounting Department, Financial Accounting Section. The theft form of the Safety, Health and Environment staff unit must be used for the report.

6.2 **Liability**

The liability in the event of a loss of petty cash is the responsibility of the local unit.

7. **Information**

Information and forms can be downloaded from [www.fc.ethz.ch](http://www.fc.ethz.ch) and [ETH - Real Estate - SSHE - We protect ETH](http://www.ethz.ch).

8. **Coming into force**

This directive comes into force on 1 October 2009 and replaces the directive of 10 January 2006.

Zurich, 30 September 2009

Dr Robert Perich
Vice President Finance and Controlling