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Directive on cash transactions at ETH Zurich

of 1 January 2019

The Vice President Finance and Controlling issues the following directive under Article 9(1)(d) as well as Article 149(4) Financial Regulations of ETH Zurich of 1 January 2019¹:

1 General provisions

1.1 Purpose

ETH Zurich provides the possibility to withdraw or deposit cash at the counters at the Zentrum or on Höggerberg, 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 according to article 149 Financial Regulations. It applies to the departments, institutes, professorships and service units of ETH Zurich.

1.3 Responsibilities

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

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

2 Principles for the main counters at the Zentrum and on Höggerberg

2.1 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. Exceptions are made for

¹ RSETHZ 245

- a. down payments for group and seminar trips,
- b. down payments for field work in countries without a developed banking system,
- c. payments to employees who do not have a Swiss bank account.

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.

When providing refunds to guest speakers, the process of the ETH HR Department must be complied with using the corresponding form.

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.

In principle, the use of cash must be kept to a minimum. The necessary precautions must be taken to ensure secure storage against theft and loss³.

2.2 Deposits

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

2.3 Requirements for receipts

The receipts must state the following information:

- a. amount and account
- b. cost centre or PSP element
- c. reason for the payment or deposit, including the correct value added tax rate
- d. original detailed receipts
- e. signature in accordance with the Financial Regulations of ETH Zurich.

3 Principles for petty cash

3.1 Authorisation

In accordance with art. 149 para. 2 of the Financial Regulations, budget officers 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, flowers, meals) from the Accounting Department, Financial Accounting Section.

² Richtlinien für das Einladen von Gastprofessoren/Gastprofessorinnen, akademischen Gästen und Gastreferenten/Gastreferentinnen (RSETHZ 515.1);
Formular: <https://www.ethz.ch/services/de/anstellung-und-arbeit/downloads.html>

³ Version as of 31 May 2016

3.2 Responsibility

The responsibility for the correct management of petty cash is borne by the relevant budget officers. This responsibility can be transferred to the budget managers or assistants who assume the cash management within the meaning of articles 34 and 35 of the Financial Regulations.

In the event of changes to addresses, to the persons in charge or to the budget officers, 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 officer, the cash managing budget manager or budget assistant, a handover record must be drawn up that is to be signed by the current and subsequent budget officer or cash managing budget manager or budget assistant.

The Change Reports Petty Cash form⁴ 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.

Income may not be processed via the petty cash statement. It must be kept separately and be deposited immediately at the counter in the main building or at the counter on Höggerberg into the cost centre or a PSP element of the relevant responsibility centre.

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 Section⁵ by the budget officer.

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 Höggerberg counter. The official form⁶ is to be used for the petty cash statement. The petty cash statement must be signed by the relevant budget officer. By his signature, the budget officer confirms the economic necessity of the expenses, the conformity with the budget as well as the conformity with the supporting documents according to Art. 140 Financial Regulations.

⁴ www.fc.ethz.ch

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The receipts must be numbered and stuck on a separate sheet. The settlement of the handheld cash register, as well as all original receipts, must be presented at the cash register in the main building or at the Höggerberg cash register.

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 officer. 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 officers or the cash managing budget managers or budget assistants 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.

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 Cash

The cash managing budget manager or budget assistant is responsible for the consistent locking away of the petty cash. 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.

5.2 Petty cash statement

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

5.3 Cash box keys

The budget officers or the managing budget managers respectively budget assistants 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.

5.4 Theft

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

5.5 Liability

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

6 Information

Information and forms can be downloaded on the websites of Finance and Controlling as well as of the department Safety, Security, Health and Environment.

7 Coming into force

This directive comes into force on 1 January 2019 and replaces the directive of 30 September 2009.

Zurich, 1 October 2018

Dr Robert Perich
Vice President Finance and Controlling