



**Workforce
Development
Council**

Benton-Franklin Workforce Development Council Workforce Innovation and Opportunity Act (WIOA)

**Subject: Cash Disbursements Policy
Policy No: 2015-53
Effective Date: 5/30/2017**

CASH DISBURSEMENTS & ACCOUNTS PAYABLE POLICY

The Benton Franklin Workforce Development Council (BFWDC) follows WIOA Policy #5200 “Fiscal Definitions”, WIOA Policy #5260 Rev 1 “Allowable Cost and Prior Approval Requirements”, and the Uniform Guidance provided in 2 CFR 200 and 2 CFR 200 Subpart E – Cost Principles, 2 CFR 2900 – DOL Exceptions to 2 CFR 200.

http://www.wa.gov/esd/1stop/policies/documents/wioa_title1/5200_FiscalDefinitions_Final.pdf

http://www.wa.gov/esd/1stop/policies/documents/wioa_title1/5260_Rev1_AllowableCostandPriorApprovalRequirements_Final.pdf

CASH DISBURSEMENTS & ACCOUNTS PAYABLE PROCEDURES

Two check runs occur each month. They are issued on the 15th and last day of each month. The Accounting Manager must notify the state of the amount needed **two days** prior to the date of the check issue (the date checks are actually sent out to vendors). The state then wires the WDC bank account for the amount requested on the check issue date.

I. Invoice / Voucher Preparation

Compile payment information and attach purchase order to invoice. Billing invoices and statements, purchase orders, and other A/P back-up information are collected. Match all back-up information and purchase orders (when applicable) to billing invoices and statements.

All purchases require an approved & numbered Purchase Order with the following exceptions (which have approval processes of their own):

- Contracts, leases, reoccurring billings (copier, postage meter rental, rent, vendors with contracts, agreements where original is signed by Executive Director, etc.)
- Renewal of dues, memberships & subscriptions (annual memberships require Executive Director approval)
- Personal Expense Voucher (Signed & approved by supervisor)

- Verify and Proof Billing Amount/Dates of Service
- Enter Vouchers/New vendor set-up/changes
- Print Vouchers

II. Voucher Review / Reporting

- Voucher review and sign (Accounting Manager)
 - Review of General Ledger Account Coding based upon type of expenditure
 - Review of Project Distribution Coding of expenses
- Print Transaction Register
- Review Transaction Register accuracy
 - Post date verified, check date verified, transaction descriptions
- Run reports for distribution:
 - Accounting Manager/Staff Accountant – Transaction Register and voucher cover sheets
 - Executive Director – Transaction register and voucher cover sheets, approves and signs
- Arrange for Executive Officer (Board Chair) to approve & sign checks

III. Drawdown Procedures – Accounting Manager

- Calculate & Request ESD Draw
- Confirm Draw & Prepare ESD JE

IV. Check Preparation – Accounting Manager/Staff Accountant

- Prepare Invoices selected for Payment report for Executive Director's approval and signature
- Print checks
- Prepare Check/Voucher Register for Executive Director and Officer's approval and Signature
- Have checks signed by **both** Executive Director **and** Officer

V. Check Processing – Accounting Manager/Staff Accountant

- A. Detach extra check stub and attach to voucher
- B. File check/voucher register, invoices selected for payment report, and transaction register in A/P folder
 - Void checks: signature line defaced, VOID stamped on check and file in locked safe

VI. Check Disbursement – Accounting Manager/Staff Accountant

- A. Record payment information on voucher; stamp PAID on vouchers and back-up
- B. Review vouchers for signatures and backup
- C. Checks into envelopes with payment information/or stubs
- D. Mail/distribute checks

VII. Final Posting / Reporting – Accounting Manager/Staff Accountant

- A. Confirm draw deposit with bank
- B. Checks delivered or mailed
- C. Record deposit/check run on bank activity log; end of Quarter, record interest earned
- D. File all reports

POLICY HISTORY

Established: June 2003
Revised: April 2006
Revised: January 2007
Revised: August 2008 (WIA Provision #3230 Revision 1 Deleted)
Revised: July 2013
Revised: May 2016
Revised: May 2017