



**Workforce  
Development  
Council**

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

**Subject: Cash Management Policy  
Policy No: 2015-41  
Effective Date: 5/30/17**

### **CASH MANAGEMENT POLICY**

The Benton Franklin Workforce Development Council (BFWDC) follows WIOA Policy #5205 Revision 2 “Cash Depositories” and the Uniform Guidance provided in 2 CFR 200, 2 CFR 2900 – DOL Exceptions to 2 CFR 200.

[http://www.wa.gov/esd/1stop/policies/documents/wioa\\_title1/5205\\_Rev2\\_CashDepositories\\_Final.pdf](http://www.wa.gov/esd/1stop/policies/documents/wioa_title1/5205_Rev2_CashDepositories_Final.pdf)

### **CASH MANAGEMENT PROCEDURES**

#### *CASH REQUESTS*

##### A-19 Requests

##### Accounting Manager

- Receives billing from contractors or vendors

- Prepares A-19 invoice

  - Executive Director signs A-19 invoice

- Emails A-19 invoice to appropriate department specified in contract

- Confirms receipt of voucher by e-mail confirmation

##### EFT Draw Requests

##### Accounting Manager

- Receives A/P Check Run Log and Disbursement Reports

- Prepares Draw Adjustment worksheet

  - Adjusts Draw for: Adjusting Journal Entries (expenditure reclassifications), Misc. refunds/reimbursements, Program Income & Other expenditures

- Prepares Draw Allocation worksheet

  - Adjusts Draw for: Allocation of Pooled Program and Pooled Administration expenditures

- Prepares Invoice Voucher for **immediate cash needs only** to ESD

  - Executive Director/Programs Manager reviews and approves

- Submits Voucher via email to ESD 2 days prior to disbursement date

- Confirms receipt of voucher by e-mail confirmation

Accounting Manager

Confirms receipt of EFT by Financial Institution on disbursement date

Staff Accountant

Disburses expenditure payments

## **BANK RECONCILIATION PROCEDURES**

Executive Director

HAPO statements are received in mail.

Cross-references checks listed on bank statement with check/voucher register

Initials and dates check/voucher register

Initials and dates statement

Forwards bank statements to Staff Accountant.

Staff Accountant

HAPO does not return cancelled checks. The monthly statement is filed with the bank account log each month after being reconciled.

Reconcile bank statement to bank account log and Balance Sheet, using Reconcile Cash Accounts function of accounting software.

List Outstanding Checks (generated as part of Reconcile Cash Accounts summary report)

Checks outstanding for more than 1 statement cycle are to be researched and notations made on reconciliation log by Staff Accountant.

(Checks outstanding for more than 3 months should be voided, stop payment issued, and either reissued or left as void if vendor cannot be contacted)

All check numbers issued during the month being reconciled shall be shown on bank statement as cleared or on reconciliation form as outstanding or voided.

Submit following to Accounting Manager:

Reconcile Cash Accounts Summary and backup

HAPO Bank Statement

Current Balance Sheet

Check/Voucher Register

Bank Account Log

Accounting Manager

Reviews reconciliation report and back up as submitted

Signs and dates bank reconciliation report

Returns packet to Staff Accountant to be filed

## ***CASH STATUS REPORTS***

Accounting Manager

Prepares Monthly Status of Grant Funds Report

Submits Report by Fax to ESD no later than the 15<sup>th</sup> of the following month

## GRANT BALANCE SHEET RECONCILIATION

Accounting Manager

Receives Copies of ESD Grant Balance sheets at the end of each quarter

### **POLICY HISTORY**

Established: June 2003

Revised: January 2006 (WIA Policy #3210 Deleted)

Revised: April 2006

Revised: July 2013

Revised: May 16, 2016

Revised: May 30, 2017