

# Internal Policies and Procedures of the Utah State Board of Education

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| <b>Policy #:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 01-07                                  |
| <b>Subject:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Cash Management                        |
| <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | June 1, 2022                           |
| <b>Policy Owner:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Assistant Superintendent of Operations |
| <b>Policy Officer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Deputy Superintendent of Operations    |
| <p><b>References:</b></p> <p>The following additional resources should be referenced in conjunction with this policy:</p> <ul style="list-style-type: none"> <li>• <a href="#">Utah Administrative Code, Title R25. Finance</a></li> <li>• <a href="#">FIACCT 13-00.00 Cash Receipts – Handling, Depositing, and Recording</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                        |
| <p><b>Definitions:</b></p> <p>The definitions below define standard wording referred to throughout the USBE Policies and Procedures and apply to all instances where a word/phrase is used.</p> <ul style="list-style-type: none"> <li>• <b><u>Accounting Technician</u></b>: A position within Financial Operations assigned duties related to the cash management function.</li> <li>• <b><u>Cash or Monies</u></b>: Checks, currency, electronic funds transfer or any type of electronic payment, and credit card payments.</li> <li>• <b><u>Cash Receipts Document (“CR Document”)</u></b>: A CR Document is the form/entry created within FINET to record journal entries for cash-related activities. The CR Document is created, reviewed, and posted within FINET to record cash-related transactions to the USBE General Ledger.</li> <li>• <b><u>Department/Section</u></b>: A department or section at USBE.</li> <li>• <b><u>Depository Account</u></b>: A bank account, set up for a department under the Bank Accounts Depository policy, used by a department to deposit money that is transferred into the USBE main bank account. In FINET, when recording deposits into</li> </ul> |                                        |

a depository account, the balance sheet code 0010 is always used. Hence, a depository account is sometimes referred to as the "0010 account" or the "ten account."

- **Division of Finance**: The same as "State Finance" – a division under the State of Utah's Department of Administrative Services.
- **Financial Operations**: The department at USBE responsible for accounting and financial functions.
- **Fiscal Year**: An accounting period of 12 months at the end of which the USBE ascertains its financial conditions. USBE's fiscal year (FY) runs from July 1 through June 30.
- **LEA**: Local Education Agency – A school district or charter school.
- **State Funds**: Cash or monies that are received, owned, held, or administered by departments and agencies of the State, regardless of the source of the funds.

I. **PURPOSE**: To ensure that:

1. Cash and cash equivalents are received, recorded, deposited, reconciled, and accounted for in a consistent and well-controlled manner;
2. The Utah State Board of Education's (USBE's) assets are consistently safeguarded and that related responsibilities and requirements are clearly defined; and,
3. The overall cash management process is performed in compliance with applicable State regulations and policies, as well as best practices, where applicable.

II. **SCOPE**: These policies apply to all USBE employees who are involved in any aspect of the cash management function, including receiving, recording, depositing, reconciling, and accounting for cash and cash equivalents. These policies apply to all sources and types of cash payments, as defined below; however, it does not apply to grant payments (i.e., payments from cost reimbursement requests) from grantors. Refer to the Grant Management Policies and Procedures.

*Throughout this document, words like "must" and "should" are used. When the term "must" is used, no group or individual has the authority to deviate from the specific policy or procedure. The term "should" is used to convey that individuals are expected to follow the policy and procedures as written and are required to justify any deviations. Deviations should only occur when the specifics of the situation justify a reasonable departure from the recommended policy and procedures.*

### III. **POLICIES:**

#### 1. **General Cash Management Policies**

- a. **Responsibility:** USBE is responsible for establishing documented Policies and Procedures that provide for effective internal controls to ensure that all cash/monies are properly received, safeguarded, deposited, and recorded.
- b. All individuals responsible for any aspect of the cash management function for USBE must be knowledgeable of these Cash Management Policies and Procedures. The following general cash management controls are incorporated throughout this policy:
  - i. Require proper segregation of duties, including requiring someone without access to cash or monies received to review documentation and records to ensure that all cash or monies have been properly received, deposited, and recorded.
  - ii. Safeguard the cash receipts and ensure monies are deposited in the bank daily whenever practical but not less than once every (3) three business days, unless given a written variance from the State Treasurer, according to State Law.
  - iii. Retain and file adequate supporting cash receipt documentation.
  - iv. Use correct FINET coding blocks or reference the correct Receivable (RE) document on Cash Receipt transactions.
  - v. Restrictively endorse all checks made payable to the USBE, immediately upon receipt, and ensure cash/checks are appropriately safeguarded until they are deposited.
  - vi. Provide for proper reconciliation of deposits to validated deposit slips and to the bank statement.
- c. **Fiscal Year-End:** At fiscal year-end, cash/checks received on or before the last day of the fiscal year (June 30<sup>th</sup>) are to be recorded in the year ending, regardless of when they are deposited. Cash/checks received the first day of the new fiscal year (July 1<sup>st</sup>) or after are to be recorded in the new fiscal year. The Finance Director is ultimately responsible for ensuring that appropriate cutoff procedures are in place at year-end. Refer to the Financial Close and Reporting Policies and Procedures for more information.

## 2. Receiving and Logging Payments Policies

- a. Payments Received Via Mail: All mail must be first delivered to the Mailroom to be sorted, using a dual control (i.e., at least two people must be present). Dual control mitigates the risk that a payment would go missing after being received by the USBE. The General Services Specialist and General Services Technician are assigned primary responsibility for receiving and sorting mail, and initially logging all payments received. The Financial Analyst and Section Accountant serve as their back-up.
- b. Check Payments Received: Checks made payable to the USBE, and those made payable to others, must be recorded in the Cash Receipts Log daily. Checks payable to USBE are documented using a triplicate copy receipt in the Mailroom. Checks made payable to USBE must be restrictively endorsed upon receipt. Checks made payable to others are recorded in the Cash Receipts log at the time of distribution to the payee (person or Department/Section). When the check is picked up, they must be signed for by the payee, and the date must be noted, showing the change in custody, and a copy of the notice must be sent to the General Services Specialist and General Services Technician.
- c. Cash Payments Received: All cash payments received within the USBE must be immediately delivered to the Mailroom for the same processing and controls in place for checks; however, the white copy of the receipt must always be given to the person delivering the cash.
- d. Routing of Deposit Packet: The processors of the daily receipts are responsible for ensuring all payments are accurately recorded each day, that the Cash Receipts Log Summary report ties to the receipt copies and payments on-hand, and that the deposit packet is either routed to the Administrative Services Manager immediately after preparation or secured in the safe within the Financial Operations storage room.
- e. Access Control: Access to the Cash Receipts Log must be appropriately restricted to ensure only personnel who require access to fulfill their job duties have access to edit or view the log. The Financial Manager is responsible for granting access to the log (edit or view) and for performing a quarterly access review. Access to the safe must also be limited to individuals that warrant access based on their job responsibilities, and access may only be granted by the Finance Director. Ultimately, the Finance Director is

responsible for ensuring adequate segregation of duties are in place over the cash management function, which includes monitoring those with access to the safe.

### 3. **Depositing and Reconciliation Policies**

- a. All cash and check payments must be deposited to the bank within (3) three business days of receipt by the USBE; however, physical cash is typically deposited on the day of receipt and must be deposited in person at the physical bank building. The Administrative Services Manager is responsible for depositing all checks via the Remote Deposit Capture or in person at the physical bank building. When physical cash is received, the deposit is logged and placed in the safe until the deposit is made in-person at the nearest bank branch. All deposits must be appropriately processed, reconciled, and recorded.
  - i. **Deposit Documentation and Reporting:** The Administrative Services Manager is responsible for completing and compiling all deposit documentation and preparing the Daily Detail Report and the Daily Summary Report to document all deposits processed.
  - ii. **Deposit Reconciliation:** The Joint Review Team Financial Analyst is responsible for reconciling the Cash Receipts Log to the deposit reports and all underlying supporting documents, and for verifying that all pre-numbered receipts issued are accounted for. The Financial Manager will review the reconciliation, sign off as reviewer, and forward the files to State Finance.
  - iii. **Deposit Recording:** The Financial Analyst is responsible for preparing the Cash Receipts Journal (CR Document) to record the deposit in FINET. The Financial Manager is responsible for reviewing, approving, and posting the CR Document to record the deposit. Once approved by the Financial Manager, reconciliation files are forwarded to State Finance.

### 4. **Credit Card Payments Policies**

- a. Credit card payments are accepted via USBE's website utilizing Chase Payment Tech.
- b. Activity must be reconciled to the bank account on a weekly basis, if possible, but bi-monthly at a minimum, by the Joint Review Team Financial Analyst, with a review and approval from a different Financial Analyst.

5. **Bank Accounts Management & Reconciliation Policies**

- a. The Utah State Board of Education has one depository bank account.
- b. All bank accounts are approved, opened, tracked, and closed by the State Treasurer's Office.
- c. Access to the banking site (view only) must be granted by the State Treasurer. Access has been granted to the Financial Manager, Budget Officer, and the Finance Director.

IV. **PROCEDURES:**

1. **General Cash Management Procedures**

- a. **Sources of Cash Receipts:** USBE typically receives cash payments for the following reasons:
  - i. Conference registration fees provided to Educators;
  - ii. Licensing fees for assessment test contract (lump sum);
  - iii. Grant payments via cost reimbursement or forward funded from a variety of funders including the Department of Education and the Department of Agriculture. Refer to the Grants Management Policies and Procedures for information on handling grant payments received. This policy does not include grant receipts.
  - iv. Endowment payments;
  - v. Overpayments/Refunds (vendors, employees, LEAs);
  - vi. Payment for personal cell phone charges, personal copying costs or replacement cost of lost security badges; and,
  - vii. Travel reimbursements from third-party vendors and/or employees for conference-related refunds or conference-sponsored travel.

2. **Receiving and Logging Payments Procedures**

- a. **Payments Received Via Mail:** All mail sent to the USBE is received and opened at the Mailroom. Mail is sorted each morning, upon delivery, using a dual control (i.e., at least two people must be present during the opening and sorting of daily mail received). All payment-related mail (i.e., checks) that is received is sorted and logged by two of the following individuals:

- i. General Services Specialist (primary)
  - ii. General Services Technician (primary)
  - iii. Financial Analyst (back-up)
  - iv. Section Accountant (back-up)
- b. Check Payments Received: Dependent on who the check is made payable to (USB E or another entity/individual) the procedures for processing and recording are different.
- i. Checks Payable to USB E: When checks made payable to the USB E are received either by mail or by an in-person payment, the individuals receiving the payment must perform the following:
    - A. Utilizing the receipt book maintained in the Mailroom, issue a three-carbon copy pre-numbered receipt. This receipt must note the date payment is received, payee name, initials of the person receiving the payment, the check number, amount, and when available, the purpose and coding block for recording. Initially all 3 copies of the receipt are given to the Administrative Services Manager unless the payment is made in person. In this case, the white copy is given to the payee and the yellow and pink copy accompany the deposit backup that goes to the Joint Review Team Financial Analyst for review, then to a different the Section Accountant for processing in FINET. After processing, the copies of the receipt are distributed as follows:
      - *White* – If an in-person payment is made, this copy goes to the payee at the time of payment. If an in-person payment is not received, this copy is submitted to the Administrative Services Manager (ASM).
      - *Pink copy* – This copy is submitted to the Administrative Services Manager (ASM) for processing the final deposit paperwork. If the coding block is not available, they will research it to determine where the receipt should be applied.
      - *Yellow copy* – This copy is given to the Administrative Services Manager (ASM) and will eventually be submitted to the Section.

No receipt copies are kept in the Mailroom receipt book; however, copies are subsequently made during the deposit process which are eventually

reconciled.

- B. Restrictively endorse the check via a USBE deposit stamp.
- C. Record the check in the Cash Receipts Log (see detailed process below).

ii. Checks Payable to Others:

- A. These include checks made payable to: Employees, the State of Utah, “Special Handling” checks issued by the Accounts Payable Section, and checks returned to sender (i.e., licensing checks). When the checks are received, the Mailroom employees will log the checks into the Cash Receipts Log (see below) and perform the following actions:
  - Make a copy of the check.
  - Contact the recipient (i.e., payee noted on the check) for distribution.
  - File/maintain the check copy or e-copy to document the distribution of the check.
  - Document the date and time picked up or mailed
  - Document the name and signature of responsible employee distributing or mailing the check AND of the person picking up the check (if picked up)
- B. When a check is received that must be returned to the sender, this process is completed by the General Services Specialist or the General Services Technician, who will document the following on a copy of the check (or by email), signifying the change in custody. Once the process is complete, this information is scanned and emailed to the Administrative Services Manager by the General Services Specialist or General Services Technician to document the change in custody. The General Services Specialist, the General Services Technician AND their backup are to be copied on the email.
  - Date and time check picked up or mailed
  - Full name (of individual receiving the check, if picked up)
  - Full name (of individual handing over or mailing the check)



- c. Physical Cash Received: It is not common that USBE receives a cash payment. When cash payments are received, however, the same process will be followed in receiving, logging, and depositing as is used for checks. The cash will be delivered to the Mailroom for processing. The Mailroom receiver will issue a three-carbon receipt, as described above, with the white copy going to the person making the payment or delivering it from their Section. For more information on cash payments received within a Section, refer to [FIACCT 05-23.01 - Agency Cash Funds - Petty Cash Funds](#) and [FIACCT 05-23.02 - Agency Cash Funds - Cash Change Funds](#).
- d. Cash Receipts Log Recording and Processing: All payments received at the Mailroom will be documented in the Cash Receipts Log (spreadsheet), which is maintained by the General Services Specialist and the General Services Technician. This includes in-person payments received and payments received via mail. Each morning, the General Services Specialist, and the General Services Technician (or their back-ups designated above in their absence) (referred to below collectively as “processors” to refer to the dual-control individuals processing the payments each day) must perform the following:
  - i. Recording Payments: Log the checks and cash received into the Cash Receipts Log, including the receipt number issued. All on-hand checks and cash must be verified and sorted in order to ensure they have been accurately recorded in the log. The following must be recorded on the detail tab of the Cash Receipts Log:
    - A. Date received
    - B. Vendor (payee) name
    - C. Receipt number (from the receipts book)
    - D. Check number, amount, and payee (i.e., who the check is made payable to)
    - E. “Check pending not deposited”
    - F. If the check is made payable to someone other than USBE: Route to name/Section
    - G. Deposit date

- H. Cancelled/voided receipts (i.e., if a manual receipt was voided for some reason, the receipt must be noted in the log along with a comment describing the justification)
- I. Comments (if applicable)
- J. When applicable: Returned date, return name, and return address (street, city, state, and zip code)
- ii. Cash Receipts Log Summary: The Cash Receipts Log Summary is a tab within the Cash Receipts Log spreadsheet that summarizes all current activity. The processors are responsible for organizing all payments received and receipt copies and for ensuring that the total on-hand ties to the total receipts issued and the Cash Receipts Log. The following must be verified and reported on the Detail Log Summary:
  - A. Date
  - B. Total amount deposited (i.e., the total amount reported for the day on the detail tab)
  - C. Total amount routed to Sections or noted for “Return to Sender”
  - D. Name, signature, and date of the two reviewers (to be completed during the deposit and review process)
- iii. Routing to the Administrative Services Manager: Once all receipts have been recorded, the processors will print the Cash Receipts Log (detail) and the Cash Receipts Log Summary and both individuals manually or electronically sign the summary report. These signatures signify that all transactions recorded within the Cash Receipts Log are accurate, that the Cash Receipts Log Summary is complete, and that the check and deposit information reconciles. The following is compiled as the “deposit packet” to be routed to the Administrative Services Manager for processing:
  - A. The printed copy of the detailed Cash Receipts Log;
  - B. The signed Cash Receipts Log Summary;
  - C. All copies of the pre-numbered receipts; and,
  - D. All checks made payable to USBE and cash payments.
- iv. Storage of Deposit: The full deposit packet, whenever possible, should be given directly to the Administrative Services Manager. If the

Administrative Services Manager is unavailable to receive/accept the deposit packet at the time of delivery, the deposit packet must be placed in the safe (located in the Financial Operations storage room) under dual control. The processors will then send an email to the Administrative Services Manager, the General Services Specialist, the General Services Technician, and the Financial Analyst (or back-up), notifying them that the safe was accessed and that the deposit packet was secured. The Administrative Services Manager will access the deposit packet, when possible, to begin processing, and at which time, will send an email to the same people noted above notifying them that the safe was accessed and the deposit packet was received/obtained.

- v. In-Person Payment Received after Deposit: If any other payments are received at the Mailroom (i.e., in-person payments) after the initial deposit is made each morning, they must be recorded in the Cash Receipts Log and placed in the safe using the same procedures described above.
- e. Cash Receipts Log Access/Reviews: Given that the Cash Receipt Log acts as an internal control to provide segregation of duties between those receiving and logging cash, those depositing and recording cash, and those providing oversight reviews, there must be appropriate access restrictions to the log.
  - i. Dual Control Responsibilities/Access: Access to the Cash Receipts Log must be appropriately restricted to only those individuals whose job responsibilities warrant access to either edit or view the log. Access rights will be established to allow for the following:
    - A. General Services Specialist – Reading and editing rights
    - B. General Services Technician – Reading and editing rights
    - C. Joint Review Team Financial Analyst – Reading rights
    - D. Financial Analyst (different FA) – Reading and editing rights
    - E. Financial Manager – Reading rights
  - ii. Quarterly Access Reviews: On a quarterly basis, the Financial Manager is responsible for working with the Information Technology Unit to run a report of all individuals with edit and/or view-only access to the Cash Receipts Log. The Financial Manager must ensure that the access levels reflect the rights identified above and assess whether they are still

appropriate given current job responsibilities. Any access level changes/updates must be processed immediately. This review must be documented, and the documentation must be retained.

- f. Access to the Safe: The safe within the storage room in Financial Operations must be properly secured at all times, and access to the safe must be granted by the Finance Director. The following positions have been granted authority to access the safe, based on job responsibilities:
    - i. Administrative Services Manager
    - ii. Assigned Financial Analyst
    - iii. Assigned Section Accountant
3. **Depositing and Reconciliation Procedures**
- a. Documenting Receipt of Deposit Packet: The Administrative Services Manager will process the deposit packet within (3) three business days of receipt, whenever possible. The Administrative Services Manager will review and confirm the date, names, and signature on the Cash Receipts Log Summary printout, as an indication of receipt of the monetary instruments.
    - i. When the payments are physically delivered directly to the Administrative Services Manager by the General Services Specialist and General Services Technician (or their back-up), the Administrative Services Manager will send an email to the General Services Specialist, General Services Technician, and Financial Analyst (or back-up) notifying them that the payments have been physically delivered.
    - ii. If the payments are not physically delivered to the Administrative Services Manager:
      - A. The General Services Specialist, General Services Technician, Financial Analyst (or their back-up) will notify the Administrative Services Manager, via email, when payments are placed in the safe. The General Services Specialist, General Services Technician and Financial Analyst will be copied on the email.
      - B. When the Administrative Services Manager removes the checks from the safe in single control, the sign off on the Cash Receipts Log Summary printout will occur. In addition, the Administrative Services Manager will send notification of check removal via email to the other

individuals with access to the safe (i.e., General Services Specialist, General Services Technician, and Financial Analyst (or their back-up).

- b. Check Deposit Processing: The Administrative Services Manager will deposit the checks through a desktop deposit (Remote Desktop Capture) or will deposit the checks at the nearest bank branch, if necessary, or if there is cash requiring deposit. All checks need to be deposited within three (3) business days after receipt, in compliance with State Policy.
- c. Deposit Documentation: After the deposit has been processed, the Administrative Services Manager will prepare a packet of information to deliver (or scan and email as appropriate) to the Joint Review Team Financial Analyst for review and reconciliation.
  - i. Filed Deposit Packet: The following is prepared and filed (physical copies) in the Financial Operations storage room by the Administrative Services Manager to support the desktop deposit processed:
    - A. The physical cancelled checks;
    - B. Deposit tape listing each check included in the deposit in one column and each receipt amount in a separate column, date of the deposit, and the total amount of the deposit; and,
    - C. Wells Fargo Deposit Confirmation (printed from the Wells Fargo site).
    - D. Any supporting documentation received with each payment such as copies of invoices, emails, etc., supporting the reason for the payment.
  - ii. Deposit Packet Prepared for the Joint Review Team Financial Analyst: The Administrative Services Manager will prepare and deliver to the Joint Review Team Financial Analyst a deposit packet (or scan and email as appropriate) for review and reconciliation to include the following:
    - A. Daily Detail Report (a summary version created from the Daily Detail Report, created in Microsoft Access);
    - B. Daily Summary Report (a summary version created from the Daily Detail Report created in Microsoft Access, used to group the deposit line items to allow for recording the related Cash Receipts (CR) Document (i.e., the journal entry to record the transaction) in FINET);

- C. Wells Fargo Deposit Receipt Confirmation;
  - D. Copy of the white pre-numbered receipt;
  - E. Copies of all checks or the check stubs received with a check payment; and,
  - F. Any supporting documentation received with each payment such as copies of invoices, emails, etc. supporting the reason for the payment.
- d. Daily Reconciliation: The Joint Review Team Financial Analyst receives the deposit packet prepared by the Administrative Services Manager and is responsible for reconciling the deposit and comparing the deposit information to the Cash Receipts Log (spreadsheet). The following is performed by the Joint Review Team Financial Analyst:
- i. Comparing all dates and amounts on the manual receipts, Cash Receipts Log and Daily Detail Report.
  - ii. Verifying that the receipts are in sequential order (i.e., no gaps in the pre-numbered sequence), including ensuring that the prior deposit ending receipt number aligns with the first receipt number in the current deposit. As this verification is performed, the receipt number and the amount of each receipt logged are highlighted to signify that they have been verified.
  - iii. Ensuring voided pre-numbered receipts are attached and accounted for in the Cash Receipts Log.
  - iv. Ensuring all deposit activity appears reasonable and appropriate (i.e., significant variations in deposit amounts are justified, large deposits are expected, smaller deposits are supported, etc.).
  - v. Signing off (electronically on the Daily Summary Report (name and date) signifying that the above steps were performed and that any issues or questions were resolved.
  - vi. Providing the deposit packet and reconciliation to the Section Accountant.
- e. Cash Receipt (CR) Document:
- i. The Joint Review Team Financial Analyst will forward the deposit packet to the Section Accountant for preparation of the actual CR Document (i.e., journal entry to record the cash payments), approval, and posting of the CR transactions in FINET.

- ii. When entering the CR transaction in FINET, the Section Accountant will ensure accuracy of the accounting coding stated on the cash receipts and will tie the total deposit to the deposit packet.
- iii. The Section Accountant will then submit the deposit packet to the Financial Manager for review.
- iv. The Financial Manager performs a high-level review, ensuring that the CR Document is accurate and ties to the deposit packet and the Daily Summary Report (by grouping/coding). The Financial Manager will then post the entry in FINET and sign off (electronically) on the Daily Summary Report (name and date) signifying the entry was reviewed, approved, and posted.
- f. Reconciliation and CR Document Support: The Financial Manager will file the deposit packet in the Financial Operation storage room. All supporting documentation for CR Documents must be retained by Financial Operations for at least (3) three years, or longer if required by USBE internal policies, to meet the Division of Finance record retention requirements.

#### 4. **Credit Card Payments Procedures**

- a. Credit card payments are entered on the USBE website and processed via Chase Payment Tech.
- b. Credit card payments are most commonly related to conference registrations fees.
  - i. Processing: Daily, if credit card payments are received, Chase will electronically credit the USBE Bank Account via Automated Clearing House (ACH).
  - ii. Chase Daily Reporting: Every day that an ACH payment is received from Chase, the Joint Review Team Financial Analyst will pull the Chase Payment Tech report for use in the weekly reconciliation.
  - iii. Weekly Reconciliation and Entry: On a weekly basis, the Joint Review Team Financial Analyst will reconcile the Chase Payment Tech reports for the week to the Bank Statement, research/resolve any variances with Chase and forward the documentation to the Section Accountant.
  - iv. Review: The Section Accountant will review the reconciliation, tie it to the CR Document entered into FINET.

- v. Approval and Posting: The reconciliation is then sent to the Financial Manager for review, approval and posting of the entry.
- vi. Record Retention: The credit card payment packet (Chase Payment Tech reports, reconciliation performed, and a copy of the related CR Document posted) are then filed in the storage room in Financial Operations with the other deposit packets. The entire package is scanned and attached to the CR document in FINET.

5. **Bank Account Management & Reconciliation Procedures**

- a. Bank Accounts: The USBE has only one depository bank account. All deposits are recorded in FINET with a CR Document, which are recorded to balance sheet account 0010 (Cash) using a FINET bank code that represents the account in FINET. Any FINET bank codes must be approved, opened, and tracked by the State Treasurer's Office. (See [FIACCT 19-01.00](#)). The State Treasurer is also responsible for opening and closing all depository bank accounts.
  - b. Bank Account Access: No individuals at USBE have access to change bank account information. The Financial Manager, Budget Officer and the Finance Director are assigned "view only" access to the bank account in order to review activity and run reports. Access levels are tracked and approved by the State Treasurer's Office.
  - c. Reconciliations: The Joint Review Team Financial Analyst is responsible for performing the Monthly Bank Account Reconciliation. The bank statement must be reconciled to the general ledger balances reported in FINET and any variances must be investigated and resolved. Once completed, the Joint Review Team Financial Analyst will sign off (electronically) on the Monthly Bank Account Reconciliation and forward it to the Financial Manager for review and approval. The Financial Manager will sign off (electronically) on the reconciliation. The electronic Monthly Bank Account Reconciliations are filed and maintained by Financial Operations to support the month-end close and reconciliation process. The outstanding checks are monitored by State Finance.
- v. **HISTORY**: The effective date of this policy was April 9, 2021. On June 1, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.