



# CASH DISBURSEMENT POLICY

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<b>Date Adopted:</b>	May 26, 2011	<b>Date Revised:</b>	July 27, 2017
<b>Updated By:</b>	Executive Director & Program Directors		

## POLICY:

All requests for payments for services rendered and goods received must be presented to NWCCOG in writing as either a hard copy or electronically.

Program Directors are responsible for coding and approving invoices, which asserts that they are aware that the goods or services have been received and meet the specifications or terms under which they were contracted.

Program Directors are responsible for ensuring that all invoices are properly recorded to the appropriate line item which most accurately reflects the type of expenditure incurred.

Specific payment and processing requirements related to any specific funding source shall be completed in the manner agreed to with the funder.

## PROCEDURE:

1. Mail is gathered from the post office and opened by the Office Manager on a daily basis.
2. Invoices received or requests for payment are routed to the appropriate Program Director or staff.
3. Invoices and requests for disbursements may come directly to Program Directors.
4. The Program Director will code, initial, and date the invoice in order to submit to the Fiscal Assistant.
  - a. Code the invoice with an account and class code. Use the appropriate account code which correlates to where funds are budgeted in the program budget.
5. Staff members will prepare Check Requests with correlating invoices attached for approval by their Program Director or Executive Director. Following approval, Check Requests will be submitted to the Fiscal Assistant.
  - a. For staff member personal reimbursements, the staff member will submit a Check Request with correlating invoices attached to their Program Director for approval before submitting to the Fiscal Assistant.
  - b. For Program Director personal reimbursements, the Program Director must submit a Check Request with correlating invoices attached to the Executive Director for approval before submitting to the Fiscal Assistant.
6. For Weatherization (WX) bills, a purchase order is filled out by a WX staff member for every purchase and assigned an account code, job number, and is initialed by the installer. The completed purchase order is then submitted to the Fiscal Assistant.
7. Weekly, the Fiscal Assistant will use this data to enter the bills into NWCCOG's accounting software, prepare the checks, and create an "Accounts Payable Aging Summary" (APS). The APS will list all the invoices on a spreadsheet and total the batch.

8. The APS, checks, and supporting invoices are given to the correlating Program Director/Specialist for review and approval (signs and dates the APS).
9. The Program Director/Specialist gives the approved APS, checks, and supporting invoices to the Office Manager. If the Program Director/Specialist is not available, a designee may sign the APS for approval.
10. The Office Manager stamps the checks with a signature stamp (3 board members names are on the stamp) and reviews the checks for accurate data (correct mailing address, name, and payment amount).
11. The Office Manager puts them in mailing envelopes and codes the envelopes to the correlating program.
12. The Office Manager mails all program checks.
13. The Office Manager returns the signed APS and supporting invoices to the Fiscal Assistant.
14. A list of bills is prepared monthly and submitted to the Board for approval at their meeting.

### **Additional Procedures:**

The signature stamp is kept in the safe. The Office Manager, Executive Director, and Fiscal Department have access to the safe.

Invoices and payment request for general fund and shared costs are approved by the ED or the Fiscal Officer

A manual check request is prepared if a check is needed in between the cycle. The manual check request is completed and signed by a Program Director and will include a copy of the coded invoice for payment. The check will be cut as soon as possible and entered into NWCCOG's accounting software. Payment is made the same as noted above.

Outstanding stale dated checks and disbursements will be reviewed after 90 days by the Fiscal Officer. Attempts will be made to contact recipients to resolve and or re-issue disbursements. Any unclaimed funds after 5 years will be submitted to the Office of the State Treasurer.

Expense reports are used for personal reimbursements and need to be signed by the employee and their Supervisor.