

# Staff Chair's Responsibilities

## 1. Cash Receipts

Ensure that all monies due:

- (a) are collected,
  - (b) are locked in a secure location until deposited (access restricted to Staff Chair and Administrative Office Supervisor),
  - (c) are deposited in a timely manner (daily if possible, but no longer than 3 days and never left in the office over weekends or holidays),
  - (d) are recorded properly in Quicken.
- (Checks returned by the bank as insufficient are to be resolved in a timely manner.)

## 2. Cash Disbursements

Ensure that the county check book is kept in a secure location at all times and that all checks written:

- (a) are signed by the Staff Chair (**except in circumstances where a check is written to the Staff Chair-check must be signed by District Director**),
- (b) are for valid Extension obligations,
- (c) have proper documentation (i.e., invoice, receipt, etc.),
- (d) do not violate State purchasing guidelines,
- (e) are recorded properly in Quicken.
- (f) clear the bank in a timely manner (two months at most) or are investigated and resolved promptly.

## 3. Account Management

Ensure that bank statements:

- (a) Are being mailed to county office
- (b) are reconciled to Quicken by the Administrative Office Supervisor monthly,
- (c) are reviewed by the Staff Chair,
- (d) are remitted to Financial Services monthly and in a timely manner,
- (e) that reconciling items are reasonable and clear the reconciliation in a timely manner.

## 4. Reporting

Ensure that the Monthly Activity Detail Report is emailed to the Financial Services Quicken Fiscal Support Specialist each month.

## 5. Record Keeping

Ensure that the appropriate items are maintained in the county files indexed by year and month.

- (a) Original Bank Statement
- (b) Copy of the Signed Reconciliation (Finance 401) signed by Staff Chair
- (c) County Quicken Account Monthly Checklist signed by Staff Chair
- (d) Copy of the three Quicken Reports (Account Balance as of Previous Month, Monthly Activity Detail Report, and Outstanding Check List)
- (e) Original Documentation for all Transactions
- (f) Pink Copy of the Receipts.

# Quicken Support Staff's Responsibilities

## 1. Cash Receipts

- (a) Write receipts for all cash, checks, or money orders received. The white copy of the receipt is given to payee, the yellow copy sent to Financial Services, and the pink copy retained in the receipt book.
- (b) Lock up cash, checks, or money orders in a secure location until deposited in the bank (access limited to Staff Chair and Administrative Office Supervisor).
- (c) Prepare deposit slip (listing appropriate receipt numbers on deposit ticket).
- (d) Take or send deposit to bank (daily if possible, but no longer than 3 days and never left in the office over weekends or holidays).
- (e) Record deposit in Quicken.
- (f) Investigate and resolve any checks returned by the bank for insufficient funds.

## 2. Cash Disbursements

- (a) Record checks and other cash disbursement transactions in Quicken.
- (b) Mail checks to appropriate persons/vendors.
- (c) File documentation for checks in county files indexed by month and year.
- (d) Clear checks in Quicken once notification is received from the Financial Services Office each month for checks which have cleared the bank during the previous month.
- (e) Investigate and resolve any checks that are still outstanding after two months.

## 3. Account Management

- (a) Reconcile the bank statement to Quicken each month using the Finance 401 form.
- (b) Submit the reconciliation, bank statement, and all documentation to the Staff Chair for review and approval.
- (c) Make copies of the signed reconciliation, bank reconciliation, and Quicken reports.
- (d) Remit the original signed reconciliation, the yellow copies of all receipts, and a copy of the bank statement and the three Quicken reports (Account Balance as of Previous Month, Monthly Activity Detail Report, and Outstanding Check List) to Financial Services by the 17<sup>th</sup> of each month.

## 4. Reporting

Email the Quicken Monthly Activity Detail Report to the Financial Services Quicken Fiscal Support Specialist by the 17<sup>th</sup> of each month.

## 5. Record Keeping

File the original bank statement, a copy of the signed reconciliation (Finance 401), a copy of the three Quicken reports (Account Balance as of Previous Month, Monthly Activity Detail Report, and Outstanding Check List), and the original documentation for all transactions in the county files indexed by month and year.

**The staff chair duties and the administrative office supervisor duties are separate as outlined above to ensure proper internal controls and proper segregation of duties. The staff chair is required to review and approve all transactions and to sign the monthly reconciliation because they are ultimately responsible for all of the activity on this account.**