


# PROCEDURE

<b>Subject</b>	Deposit, Receipt, Withdrawal and Electronic Transfer of Public Funds	<b>Number:</b> 5.09.01
<b>Source</b>	Office of Finance	<b>Reference (Rule #)</b> 6HX14-5.09
<b>President's Approval/Date:</b> 10-31-13		

## PURPOSE:

To establish accounting and control procedures under which any funds are to be moved by electronic means for any purpose, including, but not limited to, direct deposit, wire transfer, automated clearing house, withdrawal or investment.

## AUTHORIZATION PROCESS:

If authorized in writing by the person or entity entitled to the withdrawal, payment, or disbursement of College funds, the College may provide for direct deposit, or electronic transfer, of the funds to the account of a person entitled to receive the funds. The payee must designate, in writing, or electronic format, the receiving financial institution and account information. The designated receiving financial institution must have lawful authority to accept such deposits.

The Chairman of the District Board of Trustees, College President, Vice President of Business and Administrative Service, or authorized designee, must authorize all movement of funds by electronic means. Specific authorizations are defined on the College's financial institution's secure website for treasury management services as follows:

- Templates are established by written agreement for institutions to/from which the College will permit wire transfers. Both the originating and beneficiary banking information, as well as the repetitive or non-repetitive maximum dollar amount limit are indicated.
- Templates are also established for those employees authorized to process electronic transactions, defining the entitlements for each employee. These entitlements define the types of transactions, account numbers that may be accessed, and the dollar limitations of those transactions.

Numerous other entity authorizations for electronic transfers are permitted by written agreement between the College and with either the individual, entity or institution for such purposes as grant administration, direct deposit of payroll, third party vendor relationships, and for both State and Federal programs transfers of funds.

## **POLICY:**

The President or his/her designee shall be responsible for maintaining records and establishing accounting and control procedures under which any funds under the control of the College are deposited, receipted, withdrawn or electronically transferred .

One or more qualified public depositories, as required by Section 136.01, Florida Statutes, and defined by Section 280.02, Florida Statutes, shall be designated by the District Board of Trustees for the deposit of all funds of the Board in accounts in the name of the District Board of Trustees.

Funds received in the name of the College shall be deposited intact in a designated depository as soon as practical. Receipts shall be numbered sequentially and a record shall be kept to identify the payer, the amount and the purpose of any deposits.

Depository withdrawals shall be on numerically controlled checks signed by two (2) persons authorized by the District Board of Trustees and bonded or insured, or by electronic, telephonic or other medium with proper signed authorization of the payee.

Transfers of funds by electronic, telephonic or other medium, for any purpose, including, but not limited to, direct deposit, wire transfer, automated clearing house, withdrawal or investment, shall comply with Section 668.50, Florida Statutes. Such transfers shall be according to rules of the District Board of Trustees, shall provide adequate internal controls, and shall be confirmed in writing and signed by the designee of the Board.

## **PROCEDURES:**

### **Cash Reconciliation**

On each day that the College is open for business, the cash accounts of the College shall be reconciled to determine the cash requirements for payments to be made on that day. Deposits of cash to cover daily operations are made via transfer from the College's investment account at the State Board of Administration to the bank. Funds in excess of daily cash requirements (when prior day's deposits exceed current day's withdrawals) are transferred from the bank to the College's investment account at the State Board of Administration. Departmental procedures are on file in the Accounting Office in both hard copy and electronic format and are updated as specific elements of those procedures change.

### **Electronic Transfer of Funds**

The Associate Vice President of Finance acts as the administrator for the College's electronic bank link, and establishes vendor templates and authorized employee entitlements. Electronic wire transfers are to be initiated via the College's commercial banking partner's online treasury management system. In the case of failure, the banking partner's telephone wire system may be used. To initiate a wire transfer, the authorized user must:

- Use the workstation that is identified by his/her digital certificate.

- Access the bank's website by selecting the correct digital certificate, entering the user ID as assigned by the College's administrator and a user password which changes with regular frequency.
- Select an established template, complete the required fields, and use a security token assigned by the bank to the College.
- Document the transfer by printing a copy of the transaction and processing an entry to the College's general ledger.
- Complete the Daily Cash Transactions Report and obtain the signatures of both the reviewer and the Vice President of Business and Administrative Services.

Similarly, user ID's and passwords are assigned by the State Board of Administration. Access in both systems is granted on a "need to know" basis and is limited to those individual's specific functional duties.

### **Disbursement of Funds**

One each day that the College is open for business, funds may be disbursed in the form of a check, cash (as in petty cash), direct deposit, Automated Clearing House (ACH), or other instrument of withdrawal. The form or type of withdrawal may change from time to time. Requests for direct deposit of funds or ACH payment to the account of the person entitled to receive the same must be in writing. The financial institution designated in writing by such person must have lawful authority to accept such deposits.

Written procedures for the disbursement of funds through accounts payable can be found in the Accounting Department in both hard copy and electronic form and are updated as necessary.

### **Receipt and Deposit of Funds**

One each day that the College is open for business, deposits are processed from both internal and external parties and are recorded on the books of the College. The Cashiering and Fee Payment offices on the Bradenton and Venice campuses, as well as the bookstores and Traffic Safety Institute process all deposits directly with the bank, through couriered bank vault services. Various departments, organizations and student activity clubs of the College receive monies that are reconciled and presented to the Cashiering and Fee Payment offices for recording on the books of the College and deposit to the bank. Receipts are prepared and returned to the depositing parties. Payments that are mailed to the College for credit to accounts receivable are delivered to the office of the Vice President of Business and Administrative Services, where they are logged in as to amount with the paying party identified, and forwarded to the Cashiering and Fee Payment office for receipt and deposit. Mailed payments for student tuition and fees are sent directly to Fee Payment and receipted to the student account to which they apply.

Written procedures for receipt and deposit of funds can be found in the Cashiering and Fee Payment Office in both hard copy and electronic form and are updated as necessary.