

# **Foothills Regional Commission**

## **ACCOUNTING**

## **POLICY**

## **AND**

## **PROCEDURES**

(PS 20-2017, Change 1)

## INTRODUCTION

### Purpose:

The purpose of this manual is to provide written policies and procedures relating to the operation of the Foothills Regional Commission (IPDC), finance department. Information contained in this manual may be used as a reference source for IPDC staff members, funding source monitors, and our auditors while conducting the annual audit.

### Policy Statement:

The policy of the IPDC finance department is to establish and maintain a financial system that meets the needs and requirements of grantors, federal and state agencies, local government members and commission employees. This includes cash receipts, disbursements, payroll, budgeting and related reporting.

It is IPDC policy to be in compliance with applicable accounting standards, Federal regulations, ( OMB Circular A-122, 2CR Part 200) and all applicable state requirements.

## SECTION I CHART OF ACCOUNTS

The Chart of Accounts provides a standardized system of account numbers used within the IPDC finance department. Program budgets, revenues, and expenditures are recorded using this system. This recorded data is used to prepare reports for internal and outside agency use, as well as the annual financial/compliance audit.

The account structure consists of eleven digits. Digits 1 through 3 identify the fund, digits 4 and 5 identify the program, digits 6 and 7 are sub-programs and digits 8 through 11 identify the applicable revenue or expenditure for each program. The Finance Director makes additions, deletions or changes to the Chart of Accounts.

## SECTION II BUDGETING

The Foothills Regional Commission is required, by law, to operate under a balanced annual budget. A budget resolution must be approved and adopted by the board of directors before June 30 for each fiscal year beginning July 1.

During April of each year, program directors/coordinators submit their preliminary budgets for the next fiscal year to the Executive Director. Revenue estimates must be documented and conservative to avoid overspending available resources. The Executive Director and Finance Director use this information to prepare the operating budget for submission to the Board of Directors. Funding agencies determine the submission and approval dates of program budgets. After the required approvals are obtained, the Finance Director updates the accounting records. Additionally, the Executive Director and Finance Director use these requirements to prepare the indirect cost budget and plan. The Indirect Cost Plan are submitted each year after the audit to the cognizant agency for approval. The cognizant agency for IPDC is the Department of Housing and Urban Development (HUD).

The appropriate funding agency and the IPDC Board of Directors must first approve program budget amendments. Budget amendments become necessary when the funded amount is increased/decreased, or a new contract/grant is awarded. The Finance Director is responsible for maintaining budgets and preparing amendments for presentation to the Board of Directors. The Executive Director provides the list of amendments to the board members at least one week prior to the board meeting.

Program directors/coordinators may submit line item revisions, not requiring budget amendments, to the Finance Department. Expenditure reports, showing budget and expenditures by line item are provided to each program director/coordinator after all transactions are posted each month. Reports may also be run as needed prior to the end of the month. These reports are reviewed to determine if any line item revisions are required. The Finance Director updates the accounting records based on documentation received from the program directors/coordinators.

SECTION III  
REVENUE/CASH RECEIPTS

Revenues are defined as funds received in support of programs administered by Foothills Regional Commission. These funds include cash, checks, or money orders. Funds may also be deposited via wire transfer into an IPDC bank account.

Two financial institutions are used to deposit and disburse funds pertaining to IPDC operations and programs, Wells Fargo, NA Rutherfordton, NC and the North Carolina Capital Management Trust (NCCMT), Charlotte, NC.

WELLS FARGO Accounts:

<u>Account Name</u>	<u>Account Number</u>
Regular Checking	2078681004484
Payroll Checking	2000000078519
Housing Assistance	2078681016472
FLEX/HRA	2000054284061

NCCMT Accounts:

<u>Account Name</u>	<u>Account Number</u>
General Account	00047006077
Post-Retirement Benefits	00047185939
Food & Health Hub	00047030093

**Cash Receipt Procedures**

The following steps are used to process cash receipts received through the US postal system.

- Mail is received and opened by the receptionist.
- Two copies of checks or money orders are made by the receptionist. One copy is forwarded to the office administrative assistant, and the second copy is attached to the check or money order and forwarded to the Finance Department. Housing assistance funds receipts are forwarded to the Section 8 Housing Department.

## **General funds**

- The accounts receivable clerk receives the check or money order and matches with file copies of invoices. Each negotiable instrument is stamped with the appropriate WELLS FARGO account number and a duplicate deposit slip is prepared. Deposits are made prior to 4 PM Monday- Friday, excluding bank and IPDC holidays.
- Cash receipt documents are prepared on the date funds are received by Finance Department personnel. The Section 8 cash receipt procedures will be addressed separately. A cash receipt document may contain one or more cash receipts depending on the number of checks/cash or money orders received. Cash receipt documents are numbered sequentially and assigned by the Harris System (formerly, CSI). Each cash receipt document contains the source of the funds, the revenue account number and the amount to be credited. The total of each cash receipt document must agree with the total contained on the bank deposit slip. The duplicate copy of each deposit slip, stamped by the bank, is attached to each cash receipt document, and a copy is given to the Admin Assistant for her reconciliation. ACH deposits are posted in Harris and entered on the Cash Journal spreadsheet by the Finance Director.
- The Accounts Receivable Clerk posts the deposit amounts cash to the Excel Bank Journal spreadsheet. This spreadsheet is used to monitor cash flow and availability of all IPDC funds. The Accounts Receivable clerk posts Cash Receipt documents to the General Ledger at least weekly.
- All cash receipts are reconciled monthly to the general ledger, bank analysis spreadsheet, and bank statements, by the Finance Director. Discrepancies are researched and corrected prior to the completion of monthly closing procedure.

## Section 8 Housing Funds

- Cash receipt processing procedures differ from general fund processing procedures. The Accounts Receivable Clerk stamps each check/money order for deposit to the Section 8 account, and prepares a deposit ticket in duplicate. Funds are deposited in the same manner as funds received for the general fund.
- A memo is provided by Section 8 Housing personnel, identifying the revenue source and the appropriate account to be credited. In certain cases, where a tenant has unreported income, IPDC is authorized to credit half of the funds received to Fraud Admin Revenue. Section 8 personnel identify these cases. After the funds are deposited, the memo and the duplicate stamped deposit tickets are kept in a file until month-end, and attached to the Journal Entry.
- The A/R clerk enters the deposit in a log for all Section 8 cash receipts. The log contains the date of receipt, source of the revenue, the amount received and the applicable general ledger account number to be credited. A journal entry is prepared each month for the total cash receipts or posting to the general ledger. Receipts are also posted daily to the Bank Journal spreadsheet.

Certain agencies providing funding for IPDC programs deposit funds, via wire transfer, directly into specified bank accounts. These accounts may be in either Wells Fargo or NCCMT depending on the agency providing the funds. As of June 2018, agencies using direct deposit are: Appalachian Regional Commission (ARC), North Carolina Division of Aging (NCDOA), North Carolina Department of Commerce, Division of Workforce Development (WIOA), and the U S Department of Housing and Urban Development (HUD), Upon of notification of receipt of funds, the procedure documented in the General Fund section is followed.

### Transfers between bank accounts

Transfers may be made between accounts within each financial institution or between financial institutions. Transfers between WELLS FARGO accounts are processed using the WELLS FARGO online banking system. The Finance Director is authorized to use the online system for transfers between accounts. A copy of the transfer is printed and signed by the Executive Director.

The Finance Director processes transfers between NCCMT internal accounts and transfers between WELLS FARGO and NCCMT via online banking. The Finance Director enters these transactions on the Bank Journal spreadsheet. If transferring to the WELLS FARGO general checking account, a Harris System cash receipt is entered. Otherwise, the transfer is recorded via Journal Entry. All transfers are posted to the Bank Journal spreadsheet.

All IPDC funds are deposited either to WELLS FARGO non-interest bearing accounts or to NCCMT. Dividends from NCCMT are posted to the general ledger by journal entries. The bank analysis spreadsheet is also updated with the amount of dividends earned to ensure available balances are current.

In 2011, the Board created an employee benefit trust and transferred assets (cash) from the NCCMT post-retirement account to a Short-term Investment Fund (STIF) account with the State Treasurer.

IPDC deposits are either insured or collateralized using the Pooling Method of collateralization and the Dedicated Method. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurers' agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for IPDC, these deposits are considered to be held by their agents in the entities' name. The amount of the pledged collateral is based on the actual current balance for interest bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method. The Section 8 Wells Fargo account is a "Dedicated Financial" account as required for all Public Housing Authorities. A tri-party collateral agreement is in effect with IPDC, Wells Fargo Bank, N.A., and The Bank of New York Mellon because at the beginning of each month the deposits in the Section 8 account exceed the federal deposit insurance limit. This method is required to be collateralized in compliance with G.S. 159-31.

## SECTION IV FIXED ASSETS/INVENTORIES

Fixed assets are defined as tangible in nature, with a useful life of more than one year. Use of a fixed asset control system provides effective property management and control. Management personnel use the system as a decision making tool and to prevent possible misstatement of inventory values included in financial statements. Only assets with a value of \$5000 or more, (changed from \$1000 effective 7/1/11) with the exception of items that increase the value of existing systems, are capitalized on the fixed asset inventory. This value has been approved by and is subject to review by the IPDC Board of Directors.

To protect the assets of IPDC, Tangible Personal Property items with a life expectancy of more than a year costing between \$250 and \$5,000-are assigned a control number and each item of equipment is tagged. Finance Department personnel issue control numbers and update the inventory control log, upon receipt of new equipment.

WIOA programs require an inventory of any asset purchases of \$500 or more, which is accounted for within the fixed assets system.

Finance Department personnel perform an annual inventory to determine the existence, location and condition of all fixed assets. This inventory is reconciled to the general ledger as part of the annual audit. All inventories are documented to ensure accurate information is available for required reporting. An annual inventory review is also performed, in conjunction with, the property and liability insurance renewals.

Excess fixed assets are disposed of by one of the following methods:

- 1) Private negotiation and sale.
- 2) Advertisement for sealed bids.
- 3) Negotiated offers, advertisement, and upset bid.
- 4) Public auction.
- 5) Exchange.

Items determined to have no value or without a willing buying are disposed of following waste disposal guidelines.

Items purchased with federal funds may not be disposed of, without prior approval of the funding agency.

Fixed asset depreciation is recorded using the use allowance method. Depreciation is charged each month, to allocate the actual cost of the assets over their useful life.

Inventory items are recorded as expenditures at the time of purchase, and charged to the appropriate program expense accounts. Equipment costs include freight and installation, if applicable. Maintenance costs are not recorded on the inventory.

## SECTION V CASH MANAGEMENT

Solid cash management is needed to ensure that public funds are effectively and efficiently used in the operation of IPDC programs. Elements of cash management include cash receipts, deposits/investments, cash disbursements, petty cash funds, financial institutions relations, and monitoring of cash management procedures.

**CASH RECEIPTS:** Amounts due to IPDC should be collected as quickly as possible, to ensure an adequate cash flow, in support of programs and operations. Agencies are invoiced monthly, or in accordance with program guidelines, but not less than quarterly. Security of cash and negotiable instruments must receive high priority, until deposited in WELLS FARGO accounts. Detailed procedures for the processing of cash receipts are contained in Section III of this manual.

**DEPOSITS/INVESTMENTS:** Funds received by IPDC, are deposited daily, if more than \$20.00. A minimum number of bank accounts are maintained to provide flexibility in the investment and movement of funds. Funds investment priorities are safety, liquidity and rate of return.

**CASH DISBURSEMENTS:** Disbursements are made a minimum of three times each month: the first week, the second week, and the fourth week. Payments should not be made prior to the required date, unless IPDC can benefit from earlier payment. For example, a vendor may give a substantial discount for early payment. Invoices are received and coded, for payment, by the Accounts Payable Clerk. Invoices are matched with approved purchase requisitions. Purchasing procedures are contained in Section VI of this manual. Payments must be approved by Department Managers and the Executive Director prior to check processing. IPDC issues laser printed checks with two signatures, using a MICR toner cartridge. The Finance Department controls access to the MICR toner cartridge. Vendor files containing copies of checks and invoices are maintained by fiscal year. The Finance Director reviews expenditures on a monthly basis, to ensure that accounts reflect correct amounts. Spending reports are provided to department managers for their review.

## CREDIT CARD PROCEDURES

### **General Procedures for Credit Card Purchases**

- A purchase requisition must be competed for nonrecurring or not previously contracted purchases. See Section VI
- At the time of purchase or online order, the department head must approve the purchase. The signed documentation is sent to Accounts Payable if the AP clerk is not the one making the purchase. Anything of a suspicious nature is questioned. An example has occurred with fraudulent activity on the WIOA Bank of America credit card. We immediately notified BOA, and they refunded the charges, cancelled the card, and re-issued a new card.
- These monthly credit card statements are thoroughly checked, and nothing is paid without a Credit Card transaction receipt, and proper approval of both the department head and the card holder. The GL Department code and signature of the department manager and person making the purchase must be entered on all receipts (R/O), and then submitted to Finance. Finance will match the receipts to the monthly statements (C). All credit cards are reviewed by the Executive Director, and the Finance Director reviews the Executive Director's charges. IPDC has seven BOA cards: Finance Director, Executive Director, Director of Economic Community & Workforce, WIOA Program Director, Aging Director, Housing Director and RPO Director. The Finance Director's card is used by Finance. The Executive Director's card is mainly used for his travel, and the WIOA card is strictly used for WIOA.

### **LOWES CREDIT LIMIT \$5,000**

#### **Users:**

Arlene Taylor	Sonja Bristol	Laura Lynch
Gerald Broome	Diane Hodge	Scott Dadson

Each user has the same Acct number except the last 4 digits are different & each individuals name is on the card. At the time of purchase, you must show driver's license for proof of identity.

### **BANK OF AMERICA (VISA CARDS) (Corporate Max – 25,000)**

**Scott Dadson Limit:** \$2,000 – Used mainly for travel. Use for other purchases when necessary.

**Karyl Fuller** \$5,000 - Karyl Fuller only authorized user. Used for travel and RPO/ARC purchases.

**Diane Hodge:** \$12,000 - WIOA Use

**Sonja Bristol:** \$6,000 – Housing Use

**Laura Lynch:** \$6,000 – Aging Use

**Stephen Lockett** \$5000 – Used for travel and WIOA purchases

**Rebecca Evans: Limit:** \$6,000 - Used for purchases that require credit card & travel/hotel reservations. **Arlene Taylor** has authorization to use this card for the Commission. The card is under lock in the Finance Department. All others are in the possession of the card holder.

### **BP BUSINESS SOLUTIONS CREDIT LIMIT \$6,000**

Each commission vehicle is assigned a number and each card stays in the mileage book in the assigned vehicle. The cards pin number and mileage is entered at each fueling.

### **STAPLES CREDIT LIMIT: \$10,000**

Each department manager keeps a card in their possession, and Finance keeps one locked in a fireproof cabinet. The department managers control their department purchases. Receipts are signed by the department manager and submitted to finance to use in processing payment of the statement.

### **WALMART CREDIT LIMIT: \$2,500**

Each department manager has possession of a card with a designated number for each department. Department managers control all purchases, sign receipts, and submit them to finance for processing the monthly statement.

**PETTY CASH FUNDS:** There is one petty cash fund for \$250 available for use by IPDC personnel for purchases not requiring the issuance of a check. The maximum expenditure per request is \$20. Exceptions to this dollar limit are occasionally made. The approved custodian is the AP Clerk.

Individuals requesting a petty cash fund advance or reimbursement must submit a request signed by the department head to the custodian. For reimbursement, receipts must be included with the request. Funds are replenished as needed and receipts are again reviewed by Finance Department personnel prior to replenishment.

**FINANCIAL INSTITUTION RELATIONS:** Careful consideration must be given to the selection of financial institutions used by IPDC. Only those

institutions offering the most cost-effective services should be used. Charges for services should be considered before selecting a financial institution as a depository for IPDC funds.

**MONITORING CASH MANAGEMENT PROCEDURES:** The financial environment in which IPDC operates is constantly changing. To function efficiently, in this changing environment, cash management procedures should be evaluated periodically. Cash management programs should not be rigid or automatic. A good cash management program must be flexible and adaptable as the financial environment changes.

## SECTION VI PURCHASING

The Finance Department is the central point, for all purchasing functions, within IPDC. Efforts are made to obtain quality products and or services at the best possible price. The lowest price is not always the determining factor when purchasing products or services. Delivery, service or qualities along with price are factors to be considered in the purchasing process.

Any employee of IPDC may prepare a purchase requisition. The IPDC Purchase Requisition form should be completed. Each requisition must contain the quantity and type of commodities needed, the purpose for which the items will be used, the date the items are required and the account number to be charged. The employee making the request is encouraged to discuss the purchase with the Accounts Payable technician who will verify budget and discuss vendors. Department Head and the Finance Directors must approve requests prior to order being placed. Payment for purchases made without a previously approved purchase order is the responsibility of the employee making the purchase. In emergency situations, telephone approval may be obtained from the Finance or Executive Director. Necessary paperwork must be completed, as soon as possible, after the purchases are made.

Departmental, Program or Grant requirements must be followed if the rules and regulations are more restrictive than General IPDC policies

Finance Department personnel are responsible for maintaining an adequate amount of office supplies for use by IPDC employees. The Accounts Payable Technician is responsible for checking all invoices and or statements for accuracy and detail. Goods or services not received in the Finance Department are verified with field office personnel. Discrepancies are researched and reconciled.

**EQUIPMENT PURCHASES:** A formal bid process must be used, in accordance with approved governmental purchasing requirements, for equipment items with a cost of \$20,000 or more. A formal bid process is not required for equipment purchases less than \$20,000. Funds must be available within the grant to which the purchases are to be charged prior to a purchase order being originated. Some grants require additional guidelines for equipment purchases. These guidelines must also be followed. (See “Statutory Provisions Controlling Purchasing by Local Governments in NC” for additional information.)

## SECTION VII PAYROLL/ENROLLING NEW EMPLOYEES

**Payroll Processing:** Full Time Permanent Salaried employees are paid monthly on the last day of the month. Employees paid on an hourly basis, and participants in the WIOA program, are paid on a week delay twice a month on the 15<sup>th</sup> and the last day of month. Participants in the Title V program are paid current twice a month. The PR Clerk prepares yearly processing schedules with timesheet due dates for the hourly employees. Department managers approve all time sheets for their respective employees. Any necessary corrections are made and approved by the department managers before they are submitted to the PR Clerk. The PR Clerk keys the time into the Ceridian software program and reconciles the total to the timesheets. Payroll data is then transmitted through a Web-Based program to Ceridian at least four (4) days prior to the pay date to allow for direct deposit requirements. The PR Clerk maintains all payroll documentation and journals. All payroll reports are reviewed for accuracy by the PR Clerk, prior to the distribution of checks and pay advice for direct deposits to financial institutions. The ED reviews and signs all timesheets.

The Executive Director (ED) receives the Ceridian payroll by Federal Express, and reviews the payroll register before he sends the Ceridian documents and checks to the Finance Department. The AP Clerk distributes all checks to the employees in the main office, and the PR Clerk mails checks to employees outside the main office.

The FD makes all payroll journal entries. Using the payroll register and timesheets, the FD prepares an Excel payroll spreadsheet. Allocations are made to each program based on the information from the timesheets. All payroll entries are reconciled with the payroll reports, and Journal Entries are prepared. The payroll withholding accounts are reconciled monthly.

**NEW EMPLOYEE ENROLLMENT:** The enrollment of new employees should, as a minimum, include the following:

- Completion of W-4 Federal and NC-4 State withholding forms.
- Obtain a copy of enrollee's social security card and driver's license which are maintained in the Finance Department.
- Completion of I-9, (E-Verify) employment eligibility verification, form.
- Completion of retirement forms for eligible enrollees. Eligible employees must contribute 6% of their salary each month to the State Retirement System.
- Completion of applicable insurance forms for eligible (full-time permanent) employees. Explain coverage and effective dates and provide enrollees with insurance information booklets.
- Explain the operation and advantage of contributing to the Deferred Compensation Plan (457) and the NC 401(K) Plan. IPDC will match up to 3% of the employee's salary providing they participate in either program. Employees may participate in both plans. Should an employee elect to participate in both plans, the IPDC match must be applied to the NC 401(K) Plan. Provide the website and or telephone number for the employee to enroll in either program.
- Provide an explanation of payroll pretax deductions. Retirement contributions are tax deferred from Federal and State taxes only. Insurance premiums, cafeteria plan and child care reimbursement accounts are pre-taxed for Federal, State and FICA taxes. The cafeteria plan begins July 1 of each year. New employees may begin pre-taxing payroll deductions of insurance premiums, cafeteria plan and child care reimbursement at the time of employment, after completion of a 30-day waiting period. The new employee should complete applicable forms.
- Explain the options of direct deposit of payroll checks and complete the necessary authorization for employees who want to participate in the plan.
- A void check should be obtained to ensure that correct financial institution transit number is used to establish the direct deposit.
- Provide the new employee a copy of the IPDC Personnel Policy Manual and copies of staff memos affecting entitlements for changes to policies.

**POST-RETIREMENT BENEFITS:** IPDC provides post-retirement retiree and disabled medical payments on behalf of retired and disabled employees of IPDC who are eligible for IPDC's retirement program and have at least five years of creditable service with IPDC. This benefit is continues until the retired employee reaches 65 years of age. At 65 years of age, IPDC will pay \$100 toward a Medicare Supplement. IPDC pays the cost of coverage as follows:

<u>Years of Service:</u>	<u>IPDC Contributions:</u>
5 to 9	0% of cost
10 to 14	50% of cost
15 to 19	75% of cost
20+	100% of cost
Disabled	100% of cost

Periodically, an outside contractor conducts an actuarial study to determine the amount of funding required to continue these obligations. Transactions are processed monthly to ensure the availability of these funds. In 2011, a portion of the funds from the NCCMT Post-Retirement account was transferred to a Short-term Investment Fund (STIF) account with the State Treasurer.

## SECTION VIII REPORTS/MONTHLY CLOSINGS

**REPORTS:** Financial reports are prepared to meet the specific requirements of grants or contracts. Reports may be required monthly, quarterly, or annually. A summary of each grant or contract is prepared, at the time of receipt, from the issuing agency. Reporting requirements are recorded as part of this summary and both the summary and the contract are filed in the Finance Department along with blank reporting forms as required. IPDC Department Managers are provided monthly expenditure reports for use in monitoring the availability of their program funds. These reports are used to make adjustments to line items within the budget. Final reports are prepared after the completion of the annual audit, and filed for future reference and research.

**MONTHLY CLOSINGS:** A trial balance and a general ledger are generated monthly. Prior to closing the monthly processing, the trial balance is reviewed by the Finance Director to ensure all accounts are in balance and cumulative Fiscal Year totals are correct. These can be printed from the Harris System at any time.

## SECTION IX DISASTER RECOVERY

Protection of accounting files is essential to the operation of IPDC. Integrity and accuracy of business and financial data are important factors in the efficient and timely operation of IPDC programs. Accounting files are maintained on a local area network (LAN). To avoid loss of accounting files/data the following procedures are used:

1. Backups of all servers, including accounting transactions are made Monday through Friday, at 10AM, 2PM and 6PM. As a part of the process the whole operating system and its data is imaged to a Network Attached Storage device. 3 weeks' worth of backups are kept for retention purposes.
2. In case of recovery is needed, the files can be restored from the backups. Also in the event of a hardware failure, we can migrate the servers to a standby server or do an image recovery of the backups.
3. The server is also backed up to two portable hard drives. On Friday of each week these Hard Drives switched and the taken offsite. Detail procedures can be found in Appendix A. The responsibility to switch out the portable back-ups is assigned to the Admin Assistant. If she is unavailable, the accounts payable clerk or the finance director assume responsibility.

## SECTION X TRAVEL POLICY

### General

1. Official travel of employees shall be consistent with the requirement of official business of the Commission.
2. Travel outside the office must be posted. Overnight travel must be approved by the Executive Director or immediate supervisor.

### Transportation Expenses

1. Common Carrier
  - a. All common carrier transportation expenses will be reimbursed to the employee.
  - b. Travel by common carrier will be less than “first class” unless the carrier offers only “first class” or other space is not provided.
  - c. To be reimbursed for common carrier transportation, the employee must present proof of purchase to be attached to a travel reimbursement form.
2. Transportation by Privately Owned Vehicle (POV)
  - a. Reimbursement on a mileage basis for travel by POV will be at the approved Internal Revenue Service (IRS) rate. When the travel point of departure or return is other than the Commission office, then such mileage shall be computed in a manner that is most favorable to the Commission. To the extent possible, significant travel points will be shown on travel reimbursement forms when travel is not direct.
  - b. In determining whether such travel is advantageous to the Commission, consideration will be given to availability of common carrier transportation. If a POV is used for the convenience of the traveler, the allowable total reimbursement shall be limited to the cost of allowable air fare and the cost of transportation to and from terminals and per diem based on time that would have expired had the common carrier been used.
  - c. If POV travel is authorized, reimbursement for tolls and parking fees are to be attached to the travel reimbursement forms when available.

3. Rental Vehicles
  - a. A rental automobile will be used when it is determined that no other mode of transportation is as economical or practical.
  - b. A rental automobile should be used for business purposes only.

### **Subsistence Expenses**

1. Per Diem allowances include meals, lodging, fees and tips to waiters, porters, bellboys and maids and transportation between lodging and the place where meals are taken.
2. The Commission per diem allowance shall be the cost which is reasonable and prudent as determined by the Executive Director. For travel of less than twenty-four (24) hours when a night's lodging is not required and a meal or meals are involved, if such a meal or meals are germane to the accomplishment of the Commission business, then reimbursement is in order. Receipts are required for all meals.

### **Travel Vouchers**

1. All Commission employees authorized to travel on Commission business must keep receipts of expenditures. This information will then be reported on travel expense reimbursement forms provided by the Commission. These forms include all required receipts (lodging, meals, tolls, parking fees, telephone charges, etc.).
2. Travel vouchers should be submitted upon completion of the travel. For instances where multiple trips are required during a month, a single submission is permitted. Submissions should be in accordance with the check processing schedule established by the Finance Department.

### **Other**

1. Shared travel is encouraged when possible.
2. Employees are encouraged to use Commission automobiles when possible.
3. Under certain circumstances, use of the Commission automobile may be required by the Executive Director.

## SECTION XI WIOA PROCEDURES

### **Audit Review**

1. An annual audit is required for outside agencies that have been contracted to provide WIOA services. Primarily these services are for Adult and Youth programs conducted on behalf of the WIOA Department.
2. Audits must be received by IPDC no later than nine (9) months after the close of the contractors Fiscal Year. Failure to submit the audit within this timeframe will result in suspension of future payments to the contractor.
3. Audits are reviewed to ensure that the funds provided by IPDC are properly identified and the amount received matches the IPDC accounting records.
4. The Finance Director/Assistant Finance Director is responsible for reviewing the audits for accuracy. Any discrepancies must be reconciled prior to closing the audit review.
5. Review forms will be completed and attached to a copy of each audit reviewed.
6. A log will be maintained to track the receipt and review status of each required audit.

### **Cash Drawdown**

1. A cash drawdown is processed on an as needed basis as expenditures are incurred. A drawdown is on a reimbursement basis.
2. A drawdown for each program is completed using revenue and expenditure reports generated by the accounting system. Only expenditure amounts that exceed revenue amounts are submitted for reimbursement.
3. An Excel spreadsheet is maintained to track the total of funds available for requisition. Each fund is tracked by Program Year Allocation (PYA). The available balance is reduced by the current amount requested for reimbursement as part of each drawdown processing.

4. Requests are submitted to DWS using a web-based program through the Department of Transportation – The Wise System according to the schedule published by DWS.
5. Copies of the approved requests are maintained in the Finance Department and matched to the amounts received by direct deposit from DWS. A Cash Receipt is processed to update the appropriate accounting records for each fund.
6. The Finance Director is responsible for processing each cash drawdown.

### **Reporting**

1. Budget to Actual reports are printed from the Harris Smart Fusion system every month, after all expenditures have been posted.
2. Expenditures from above report are entered in a spreadsheet. The spreadsheet shows Budget, Year to date expenditures and available budget by line item, for all funded programs.
3. Spreadsheets are provided to Program Directors and Department heads for their review of monthly expenditures and remaining budget amounts.
4. Inquiries are made of the finance department, changes or corrections are made prior to the MFR being submitted.
5. Finance Director prepares the Monthly Financial Report (MFR) by the end of the following month, using the Wise System based on the spreadsheet.

## **SERVER BACK UP PROCEDURES**

**Back-up Units are labeled **AA** and **BB** – Same letters must always be plugged together.**

**Back-ups are Rotated Weekly on Friday Afternoon**

**STEP 1: UNPLUG **ETHERNET** AND **POWER** FROM BOTH UNITS**

**STEP 2: SWITCH OUT UNITS FROM PRIOR WEEK**

**STEP 3: PLUG IN **ETHERNET** AND **POWER** NEW UNITS**

**STEP 4: PUSH POWER ON SYNOLOGY UNIT**

**STEP 5: CONFIRM LIGHTS ARE ILLUMINATED ON BOTH UNITS.**

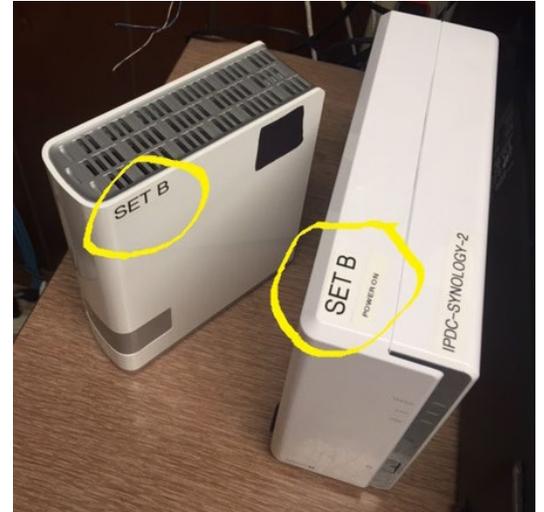
**STEP 6: PLACE DISCONNECTED UNITS IN BAG. UNITS ARE TO BE STORED OFFSITE.**

**BEST DONE ON FRIDAY CLOSE TO 5:00 (**MAY BE DONE AFTER 2:00**)**

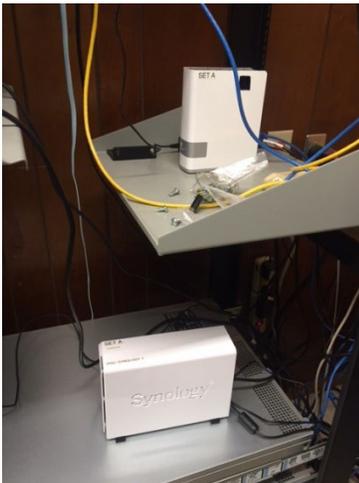
**SYSTEM BACK UPS ARE **RUNNING** AT 10:00, 2:00 & 6:00**

## **SERVER BACK UP PROCEDURES**

**Back-up Units are labeled **AA** and **BB** – Same letters must always be plugged together. Back-ups are Rotated Weekly on Friday Afternoon**

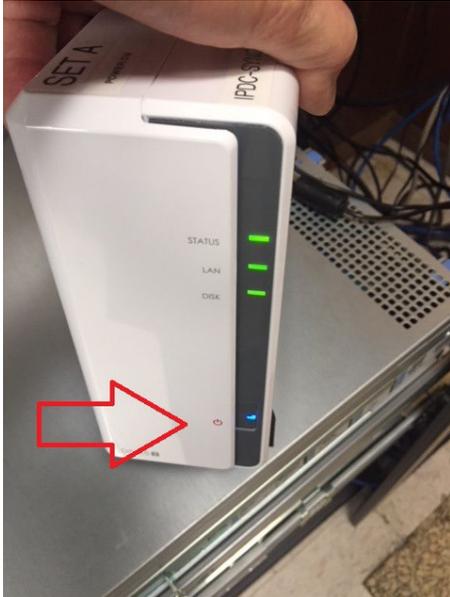


**STEP 1: UNPLUG **ETHERNET** AND **POWER** CORDS FROM BOTH UNITS**



**STEP 2: SWITCH OUT UNITS FROM PRIOR WEEK**

**STEP 3: PLUG IN **ETHERNET** AND **POWER** TO NEW UNITS**



**STEP 4: PUSH POWER ON  
SYNOLOGY UNIT**

**STEP 5: CONFIRM  
LIGHTS ARE ILLUMINATED  
ON BOTH UNITS.**

**STEP 6: PLACE DISCONNECTED UNITS IN  
PADDED BAG. UNITS ARE TO BE  
SECURED AND STORED OFFSITE.**

**BEST DONE ON FRIDAY CLOSE TO 5:00 (MAY BE DONE AFTER 2:00)  
SYSTEM BACK UPS ARE RUNNING AT 10:00, 2:00 & 6:00**