**Subject: Cash Management Policy**

**Policy No: 2015-41**
**Effective Date: 5/30/17**
**Revised: 4/30/19**

## Cash Management Policy

The Benton-Franklin Workforce Development Council (BFWDC) will apply standards as set forth in federal regulations and state guidance in the management of federal funds. The BFWDC will maintain an adequate system of internal controls to safeguard cash received according to generally accepted accounting principles.

Cash deposits will be made to an appropriate financial institution, which is:

1. A bank insured by Federal Deposit Insurance Corporation. (FDIC)
2. An institution insured by Federal Savings and Loan Corporation.
3. A credit union insured but the administrator of the National Credit Union.

BFWDC will process disbursements only for documented and approved expenditures. Internal controls will be maintained to reduce the risk of fraud or abuse of funds. Cash requests will utilize approved invoices and will be timed to coincide with immediate cash needs. BFWDC will maintain an adequate system of internal controls to ensure no excess cash is drawn. Supporting documentation will be maintained to justify the amount of cash requested.

Interest earned on federal funds is to be treated as program income and should be accounted for as described in ESD Policy #5220.

Bank reconciliations are performed monthly to verify the accuracy of the cash records. Original bank statements are reviewed by the CEO. Completed reconciliations are reviewed by someone other than the person performing the reconciliation.

Benton-Franklin Workforce Development Council is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711