It is essential that every person working with accounts (secretary, agents, key volunteer leaders) has a copy of the County Operations County Funds Policy (revised June 2014) and that they review. The Coordinator has the final responsibility for the handling of these funds and therefore must manage the process carefully.

As a supplement to the County Funds Policy we have developed a CEC BMP Checking Accounts. This document explains how to step through the reconciliation process and audit transactions as a CEC. It offers advice on check vouchers, deposits and use of the cash custodian. This is a best practices guide; and does not take the place of the County Funds Policy.

Every county is required to use a check voucher system. There is no official check voucher document therefore allowing county flexibility. Generic Check Voucher Example A and Check Voucher Example B and Check Voucher Example C are available if needed.

If you make a payment for services directly to an individual and you do not receive a receipt or statement please use the Payment to Individual Form. A payment directly to a bus driver is an example. This form is attached to your check voucher.

On occasion it may be appropriate to allow a cash advance to an employee or volunteer for official business purposes. Please use the Cash Advance Receipt as your documentation. After the return of receipts and/or cash you will include a copy of this with your monthly reconciliation statement. The original Cash Advance Receipt is attached to your check voucher.

If an employee or volunteer fails to submit a proper receipt for purchases then the employee/volunteer must complete the Missing Receipt Affidavit. This completed form must be attached to the check voucher in lieu a missing receipt. Habitual use (more than 3 times per year) of this form by an individual must be reported to the District Director.

Finally, to help navigate QuickBooks and to find quick answers review Quickbooks101 document. The document gives examples of: Creating a new account, making a deposit, writing and voiding a check, returned checks, creating reports and reconciling accounts.

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