1. Managing Bank Accounts

General Policy: The college’s policies and procedures relating to bank deposits, withdrawals and the maintenance of multiple bank accounts are designed to provide a defined, documented structure to control transactions, provide a concise audit trail, eliminate duplication, facilitate supervisory review, decrease the likelihood of error, support the movement of funds, and permit the reconciliation process.

2. Limitations on Accounts

Depository Transfer Accounts: The college will maintain only depository transfer accounts with external banks for the management of operating budget funds and such accounts as are needed to receive and disburse student financial (grant) funds. Depository transfer accounts will hold funds received on an interim basis pending their transfer to county bank accounts, or the accounts of other organizations, under written agreements between those organizations and the college.

The college will manage all accounts to minimize account balances collected therein.

No checks may be written from depository transfer accounts to entities and/or organizations other than those formally authorized to receive transmitted funds. No checks may be written from student financial (grant) accounts other than to students, the college or other entities for who the recipients of funds authorized by the students on their behalf.

3. Bank Account Management

The college will use properly authorized banks and bank accounts to process cash receipts. The Board of Trustees will authorize the use of all banks used by the college. The college chief financial officer will be responsible for and will maintain a single master file of all college banks and accounts.
4. Bank Deposits

Bank deposits will be properly controlled and verified. All checks will be restrictively endorsed. All funds will be deposited in a timely manner. Duties will be appropriately segregated. Procedures will be established to maintain security and provide proper notice of discrepancies and issues related to the defalcation of funds.