



Oregon Juvenile Department Directors' Association
Representing Oregon's County Juvenile Departments

DISBURSEMENTS AND CASH MANAGEMENT POLICY

Purpose

To provide the Treasurer general guidance, policy and procedure for disbursement of funds and management of cash resources of the association.

Policy

It is the policy of the association to pay our obligations to vendors and creditors promptly avoiding late fees and penalties.

The treasurer establishes and maintains the necessary checking and short term investment accounts with reputable financial institutions for depositing and managing cash assets of the association. Within the boundaries defined in this policy, the treasurer is tasked with managing those cash assets and properly accounting for them.

Disbursement of Funds

Regular Bill Paying

The treasurer should always strive to pay all bills and invoices on time to avoid later fees and penalties. Should such fees or penalties be assessed, the treasurer should contact the vendor and see if those fees can be reduced or waived.

All bills and invoices will be paid promptly and recorded in Quick Books.

Method of Payment

Bills or invoices received by the treasurer will be paid by writing/printing a check.

There are times when using the association's debit card is needed. Those times include, but are not limited to: arrangements for motel for trainers; room rentals for meeting/training purposes; on-line purchases; purchases of supplies.

Cash Management

Cash Management refers to the collection, concentration and disbursement of dollars or cash resources. The term "Cash Accounts" refers to accounts with financial institutions where actual dollars or funds are deposited for use in financial transactions, for investment purposes or for safekeeping.

Cash Accounts

For the purpose of managing its cash resources, OJDDA maintains the following types of Cash Accounts with financial institutions:

- **Checking Account:** The main purpose of the checking account is to enable the disbursement of cash to pay bills and other obligations from cash deposits.
- **Checking Account – Debit Card:** The main purpose of the checking account – debit card is to enable easier payment options (motel for trainers; meeting space; supplies) and provide a limit on the availability of access to association funds. Funds are transferred, by the treasurer, from the regular checking account as needed to cover anticipated costs.
- **Short Term Investment Account:** the main purpose of a short term investment account is to provide a place to deposit or invest a large amount of funds for short terms at a better than saving account interest rate.

The sum of the balances in the Cash Accounts represents the total of OJDDA cash assets. The balances in the various Cash Accounts will vary from day-to-day and funds can generally be transferred from one account to another to enable bill payment.

The Board of Directors is required to determine, and the treasurer is responsible for implementing, prudent controls for access to and transaction authorization for all Cash Accounts. This includes controls on electronic access to accounts.

Regardless of the controls implemented, at a minimum that account statements for all Cash Accounts must be provided to the Association President, with a reconciliation report, at the monthly board meeting.

In order to manage the cash resources of the association, the treasurer has the authority to decide when or if to transfer funds among the various Cash Accounts. The exception is the short Term Investment Account. The treasurer transfers funds in or out of this fund only at the direction of the Board of Directors.

Short Term Investment Account

Asset allocation within the short term investment account is the responsibility of the Board of Directors. The treasurer provides advice and recommendations for the asset allocations and if deemed necessary is authorized to consult professional financial counselors for this purpose.