



# LANE WORKFORCE PARTNERSHIP

## FINANCE POLICY # 8

**Rescission:** Fiscal Policy #11 November 1, 2007

**References:** Workforce Innovation and Opportunity Act (Public Law 113-128),  
Section 181  
Uniform Grant Guidance 2 C.F.R. 200  
Oregon Department of Community College & Workforce  
Development Policy 589-10.4 and any additional updates

**Effective Date:** July 1, 2016

**Topic:** CASH MANAGEMENT

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### Purpose

This policy will communicate to all staff the financial and compliance requirements associated with the handling and management of Cash, Checks and Credit Cards. This includes checks and cash received from sponsored activities which receives revenue such as fee-for-service activities.

### Policy

It is the policy of Lane Workforce Partnership (LWP) to receive, track, record and account for all revenues in accordance with local, state, and federal regulatory requirements and laws. Cash, checks and the use and handling of credit cards is an asset management issue for the Lane Workforce Partnership Executive Board who are ultimately responsible for all assets under the control of LWP.

### Procedures

#### A. Receiving Cash:

- i. All staff of Lane Workforce Partnership (LWP) receiving cash or checks on behalf of LWP will transfer the cash or checks to LWP Finance within one working business day.
- ii. Cash received will be receipted at the time it is received, if necessary. LWP Finance will provide receipt forms for this purpose. Checks will be immediately endorsed to the name of the Lane Workforce Partnership **FOR DEPOSIT ONLY.**
- iii. A Revenue Receipt Log will be maintained for all cash or checks received.



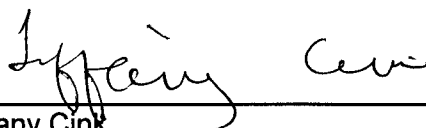
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- B. Cash Receipt. All cash (cash, checks, ACH and wire transfers) will be entered into the books of record of Lane Workforce Partnership.
- C. Audit of Cash Receipts: Cash received will be audited by the Director of Finance or their designee immediately following any fee-for-service event.
- i. The Director of Finance will verify the cash/checks received against the Revenue Receipt Log(s).
  - ii. The Director of Finance will sign the Revenue Receipt Log to verify that the cash and checks have been transferred to LWP Finance.
- D. Credit Cards: All credit card purchases must be pre-approved by the Executive Director in accordance with Finance Policy #6 Procurement and Purchasing.

### Responsibilities

- A. This policy applies to all Lane Workforce Partnership activities and staff of Lane Workforce Partnership.
- B. The Director of Finance is responsible for the administration of the policy.

  
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Tiffany Cink  
Director of Finance

TC  
07/01/2016