

Title: CSH108 FEDERAL CASH MANAGEMENT AND DRAWDOWNS

Policy: Accurate internal control of federal grant receipts will be maintained at all times.

Purpose: To establish a standardized procedure for the cash management and drawdowns of Federal grants and comply with the requirements for Section 330 Grant.

Scope: This procedure applies to all federal drawdowns on the 330 grant by Dahl Memorial Clinic.

Responsibilities:

Clinic Executive Director is responsible for initiating and signing off on a drawdown through the Payment Management System (PMS) and providing allocation of funds between CFDA numbers.

Clinic Administrative Manager is responsible for sending confirmation of a drawdown to the Borough Tax Clerk at City Hall.

Borough Tax Clerk is responsible for recording drawdowns into the municipal accounting system.

Borough Treasurer is responsible for reconciling general ledger (GL) accounts and bank statements on a monthly basis.

Borough Manager is responsible for reviewing and approving GL and bank statement reconciliations.

Definitions: Drawdown. An electronic request for grant reimbursement based on the annual grant funds available and the total expenditures to-date. Drawdowns are posted to the municipal bank via Electronic Funds Transfer (EFT) payments.

CFDA. The Catalog of Federal Domestic Assistance provides a full listing of Federal programs that are available to organizations, government agencies (state, local, tribal), U.S. territories, and individuals who are authorized to do business with the government. Each program is assigned a unique number called a CFDA number.

Procedure:**1.0 RECORDING OF GRANT RECEIPTS**

1.1 Drawdown confirmations will be sent to the Borough Tax Clerk at City Hall by the Administrative Manager at Dahl Memorial Clinic on the same day as the request is approved.

1.2 The Borough Tax Clerk enters the drawdown into the municipal accounting system as a Debit to the General Bank GL account and a Credit to the 330 Grant Revenue GL account. A deposit register is printed and attached to the drawdown request. The deposit register and all backup is stapled together and filed in the EFT deposit folder and stored with all municipal deposit records.

- 1.3 The Borough Treasurer reconciles the bank statements and GL accounts on a monthly basis to ensure all drawdowns are accounted for and recorded in the proper GL account.
- 1.4 The Borough Treasurer maintains a month, quarter & annual checklist to document these reconciliations. These checklists are filed with the monthly adjusting journal entries.
- 1.5 Monthly reconciliations and checklists are reviewed and approved by the Borough Manager.

Revision History:

Revision	Date	Resolution #	Description of changes	Prepared By
0	11/08/12	RES#12-22R	Initial Release	Heather Rodig
1	03/01/18	RES#18-03R	Review & update language	Heather Rodig
2	06/17/21	RES#21-20R	Review & update language	Heather Rodig
3	12/07/23	RES#23-33R	Review & update language	Heather Rodig

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