

Urbana Park District Cash Handling Procedures

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2.13 Cash Handling Procedure

There should be procedures used for collecting, safeguarding, and disbursing cash to include, at a minimum:

- Cash handling system procedure
- Preparation of financial statement
- Conduct of internal audits
- Persons or positions authorized to accept or disburse funds
- Statement regarding design and separation of duties

Commentary: *Formal cash control procedures enable an agency to establish accountability, to comply with funding authorizations and restrictions, to ensure that disbursements are for designated and approved recipients and more importantly, to alert agency management to possible problems requiring remedial action.*

Evidence of Compliance

1. Provide copy of procedures

The Urbana Park District has set procedures for the handling of cash. It covers the system, preparation of financial statements, conduct of internal audits, positions authorized to accept or disburse funds and a statement regarding design and separation of duties. It is also split into provisions for each department that handles cash on a regular basis.

Urbana Park District Cash Handling Procedures

Urbana Park District Cash Handling Procedures

The District has established a standard of internal controls that are to be followed by departments responsible for cash management and that focus on the following listed controls:

- Segregation of duties - authorization, recordation, custodian functions, and reconciliation. In circumstances where this is not feasible, other mitigating procedures may be established by the Business Manager.
- Daily processing - daily cash/collection total reconciled to subsequent deposit.
- Timely depositing of funds received - processing procedures including interdepartmental transportation and deposit directly to designated depositories.
- Reconciliation to the general ledger and other supporting accounting ledgers performed in a timely manner.
- Physical security procedures during work hours and non-working hours for all funds received and cash drawers maintained.
- The use of automated system resources where practical to provide better processing and reconciliation support as well as providing a more efficient and effective manner to manage receipts.

The following are general procedures to be followed by all staff that handles money:

1. Access to cash drawer/safe is limited to those staff with legitimate business needs.
2. Authorized personnel are assigned a unique user ID to grant computer access. Any data entered by staff involving debits and credits should be done using their own user ID. No sharing of user IDs is permitted.
3. If circumstances require the register to be left unattended, the register should be secured.
4. All monies received will be entered into the computer under the appropriate revenue code and should be placed in the cash drawer or safe until a deposit can be made.
5. Per the Urbana Park District Investment Policy, all funds shall be deposited as fast as practical, but always within three banking days.
6. To ensure customer credit card data security, there is no field on any form requesting credit card information. If in the event that a customer writes their card number on a form, that portion of the form should be cut off and shredded.
7. At the end of each day/shift a Deposit Report is generated as a record of all incoming monies. The total on these reports must match actual funds deposited. See Appendix A for site-specific deposit processing procedures.
8. If the Deposit Report cannot be brought to an agreement with the deposit, the necessary adjustment is identified. Staff will research or reconcile any errors. The Business Office will provide help with this if needed. Any discrepancies of \$20 or greater, require a Cash Incident Report be completed by the responsible employee. See Appendix I for the Cash Incident Report and Procedure.
9. Staff may be disciplined for their cash journal not matching the deposit, according to the Urbana Park District Personnel Policy Manual Employee Conduct and Discipline Section.

Urbana Park District Cash Handling Procedures

Provisions for Special Events

See Appendix B for special event cash handling processing procedures. Money collected at any special event should be locked in the closest Urbana Park District building safe or dropped in 24-hour drop box at a bank designated by the park district, whichever is deemed appropriate by the Business Office.

Disbursement of Funds: Methods of Payment

All efforts should be made to utilize the P-card as primary method of payment before other methods. Methods of payment rank as follows:

1. Purchase Card
2. Purchase Order or Voucher Request (in the Business Office)
3. Petty Cash
4. Staff Reimbursement

1. Disbursement of Funds by Purchase Card

All efforts should be made to utilize the P-card as primary method of payment before other methods. The P-Card may be used at any merchant that accepts MasterCard credit cards.

The following steps are taken in issuing P-Cards to employees:

- Supervisors complete a Cardholder Application form if a Chase Purchase Card (P-Card) will be beneficial to the employee's position.
- When the form is received at the Business office, a card is ordered and sent to supervisor.
- Supervisor reviews Guidelines For Use and Monthly P-Card Procedures with employee.
- Employee and supervisor sign Acknowledgement of Receipt of P-Card form and return form to Business Office. Forms are kept in the employee's personnel file.

The Cardholder Application form, Acknowledgement of Receipt of P-Card form, Guidelines for Use, Monthly P-Card Procedures, Smartdata Website Procedures for Cardholders and Supervisors, Lost Receipt Verification & Authorization Form, and the Business Office P-card accounting procedures are included in Appendix C.

2. Disbursement of Funds by Purchase Order

Secondary to the P-Card, a Purchase Order (PO) should be generated when placing an order, calling for service, or making a purchase. The purpose of a PO is to inform the Business Office how a particular purchase is to be coded into the General Ledger, so that the vendor can be paid. Blank PO books are located at the Business Office. The Urbana Park District is tax exempt (Tax 1.0. # E 9998-5373-06). The tax exempt number is located on the PO. We are also a government agency and will qualify for discounts at some businesses. Ensure that you are acting within your required purchasing authority.

Urbana Park District Cash Handling Procedures

The following key pieces of information are necessary on all Purchase Orders: Date, vendor name, account code, amount, description, staff approval signatures, itemized receipts. See the attached PO Instruction Sheet in Appendix D for details on how to properly complete a PO. Some vendors also require store account cards and/or tax exempt cards with POs. A single PO can be used to buy items for multiple program areas by listing out the expenses by account codes. Please turn in all POs and receipts in a timely manner. Restaurant receipts should include an itemized receipt and the names of those, for whom meals were paid. Please do not hold purchase orders to be coded, receipts, or bills at your desk. If you are sick or on vacation, your supervisor should check your mailbox so that purchase orders and receipts will be turned in on time.

For billing purposes, make sure you use the following address:
Urbana Park District, 303 W University Ave, Urbana IL 61801

The Purchase Order Form, PO Instruction Sheet, and the Business Office vendor check accounting procedures are included in Appendix D.

3. Disbursement of Funds by Petty Cash

Tertiary to the P-Card, petty cash funds allow for the payment of minor business expenses and to permit the purchase of low-value supplies and services in an efficient and cost effective manner.

Please see Appendix E for details on

- Security of petty cash funds and internal control procedures
- Designating and transferring of petty cash custodianship
- Establishing, increasing, decreasing, and closing petty cash funds
- Procedures for petty cash purchases, replenishing and reconciling petty cash funds
- Petty Cash Fund Custodian Establish/Change Form
- Petty Cash Reconciliation Sheet Form

4. Disbursement of Funds by Staff Reimbursement

When it would be otherwise impractical to purchase items through the usual purchasing methods, staff reimbursement for purchases is the final method. A Voucher Request Form should be submitted by the employee to detail the reimbursement and the account code to which the expense is to be debited. Allowable expenses for reimbursement include mileage, per diem, and reimbursement for purchases for Urbana Park District purposes. Per diem and tuition reimbursement must follow the guidelines of the UPD Personnel Policy Manual and accompany the Request for Travel Per Diem Form or the Tuition Reimbursement Form, respectively. Sales tax is not reimbursable.

The Voucher Request Form, Auto Mileage Form, Request for Travel Per Diem Form, and Tuition Reimbursement Form are attached in Appendix F.

Urbana Park District Cash Handling Procedures

Disbursement of Funds: Approval of Disbursements Paid

Vendor and reimbursement checks are issued weekly on Thursdays. Participant refunds are issued weekly on Mondays. P-Card payments are made monthly. Board meetings are held the second Tuesday of every month. All checks paid and all P-card purchases are approved by the Park Board. Two signatures are required on all checks.

Urbana Park District Administrative Procedures and Operations Manual

Month End Procedures/Financial Statement Prep

- Record with a journal entry, all deposits not made through the registration system – NSF reimbursements, large deposits deposited directly to the Illinois Funds, Property Tax allocations, Personal Property Replacement Tax, intergovernmental revenues, grants and donations, interest income, and other miscellaneous receipts
- Record with a journal entry all bank and miscellaneous charges - NSF checks, credit card charges, wire transfers, bank charges, etc
- Calculate and record investment income
- Record all transactions associated with the bi-weekly payroll transactions - due to/due from activity, and other payroll postings
- Record investment transfers from State Treasurer's account (Illinois Funds) to an operating account
- Review the payroll, operating, and other accounts bank reconciliations and tie these balances to the general ledger and monthly Treasurer's report
- Reconcile all of the investment accounts and the operating accounts and tie these balances to the general ledger and monthly Treasurer's report
- Reconcile Trial Balance cash accounts with monthly Treasurer's report
- Review monthly budget report for proper budget allocation, correct codes, etc. Distribute budget printouts to executive director, department heads, and the Board
- Prepare monthly spreadsheets on capital projects
- Prepare IMRF report through the IMRF website, electronic transfer the IMRF payment
- Quarterly, prepare and submit sales tax and payroll tax reports
- Distribute monthly Paid Accounts Payable listing to board members
- Reconcile all bank accounts. See Appendix G for detailed instructions.
- Reconcile Accounts Receivable. See Appendix H for detailed instructions.

Year-End Procedures

- Reconcile petty cash and turn in the voucher to the Business Office no later than noon on April 24th. Cash petty cash check no later than the 30th.
- Vouchers for reimbursements of mileage or supplies must be at the Business Office by noon on April 24th.
- Empty vending machines, donation boxes and dog park fees, etc. so all monies will be deposited no later than the morning of April 30th.

Urbana Park District Cash Handling Procedures

- Deposit any receipts that do not run through CLASS, the morning of April 30th.
- Be certain that all fees for classes and rentals that take place in the current fiscal year have been entered into the CLASS program and payments deposited by noon on April 30th, including credit cards. No registrations or rentals can to be entered into CLASS on the 30th from noon on. Hold these until May 1 for entering.

For the final pay period of the fiscal year, be mindful of the following:

- Plan to pay all of your employees who work for us on an 80/20 split and are paid periodically any remaining amounts due during this final pay period.
- There are several types of staff that tend to turn in timesheets for multiple pay periods simultaneously. This often includes interns, water aerobics instructors, and other program leaders. Please be mindful that these staff have turned in their time sheets.

Appendix A

Site-Specific Deposit Procedures

Phillips Recreation Deposit Procedures

- Run a daily deposit and reports as required for CLASS and Active
 - Deposit is processed the morning of the following day
- Scan checks into check scanner by logging on the Chase.com Quick Deposit
 - Log into Chase.com, select Payments and Transfers from the top menu bar, and click on Deposit Checks under the Quick Deposit tab.
 - Fill in the fields of the Deposit Information section as follows:
 - Deposit To: Recreation (...2717)
 - Location: Phillips Recreation Center
 - Deposit Description: "Printout [date range of deposit]"
 - i.e. Printout July 29-30, 2011
 - Deposit Total (\$USD): Total \$ for checks to be deposited
 - Proceed with Scanning, Revising, Balancing and Submitting the scanned checks. Follow web site instructions to make any needed corrections.
 - Print and attach two reports with each deposit (links to each report are at bottom of the confirmation web page)
 - The printout of the check list
 - The printout of the deposit receipt
- Create a daily deposit ticket for cash
 - Attach yellow copy of deposit slip to the report; submit full report to the Business Office.
 - Seal deposit ticket along with daily cash into a single night deposit envelope.
 - Attach the stub of the envelope to the deposit report, submit to Business Office.
 - See attached example of how to correctly fill out and seal deposit into night drop envelope.
 - An envelope for each day's deposit will be stored in the safe.
 - Once a week/Friday all cash is taken to the bank and deposited
 - Deposit receipts will be mailed to the Business Office to match up with deposit reports.
- End of the month procedures
 - Efforts should be made to deposit as much as possible within the month of those deposit reports. An extra trip to the bank to deposit cash may be necessary during a week where the end of the month falls.
 - For example, if the end of the month falls on a Thursday, we would want to deposit any remaining cash (from the previous Friday through Wednesday) on Thursday. This way, only Thursday's deposit will carry over into the following month's bank statement when it is deposited on Friday.
- Keeping Cash Secure
 - Cash should be in the safe at all times
 - The safe should remain locked at all times
 - Deposit tickets and cash should be sealed in tamper-proof bags.
 - When cash is transported to the bank, the driver should go directly to the bank without stopping elsewhere first. The bank should be the first stop before other errands.

Appendix A

Site-Specific Deposit Procedures

Urbana Indoor Aquatic Center & Crystal Lake Park Family Aquatic Center Deposit Procedures

- Run deposits and reports as required
 - Deposit processed for each shift
 - Deposit taken to bank daily
- Create a deposit ticket for cash & checks
 - Attach yellow copy of deposit slips to the report, submit full report to Business Office.
 - Seal deposit ticket along with shift's cash & checks into a single white envelope. Write the following information on each envelope:
 - Cashier's name
 - Date of shift
 - Time of shift
 - Amount of deposit
 - Store deposits in the safe
 - Deposit is processed the morning of the following day. All collected cash & checks are taken to the bank and deposited.
 - Chase Bank, 405 N Broadway Ave., Urbana
 - After deposit, travel to Business Office to drop off the deposit report and sign off on the deposit receipts.
- End of the month procedures
 - Efforts should be made to deposit as much as possible within the month of those deposit reports. An extra trip to the bank to deposit cash may be necessary during a week where the end of the month falls.
 - For example, if the end of the month falls on a Thursday, we would want to deposit any remaining cash (from the previous Friday through Wednesday) on Thursday. This way, only Thursday's deposit will carryover into the following month's bank statement when it is deposited on Friday.
- Keeping Cash Secure
 - Cash should be in the safe at all times
 - The safe should remain locked at all times
 - Deposit tickets and cash should be sealed in envelopes, in bank bags, in the safe.
 - When cash is transported to the bank, the driver should go directly to the bank and then the Business Office without stopping elsewhere first. The deposit should be the first priority before other errands.

Appendix A

Site-Specific Deposit Procedures

Anita Purves Nature Center Deposit Procedures

Unregistered Deposits

- Collect money from dinosaur, hot chocolate, donations, vending machine, etc.
 - An unregistered should be run as needed, within three days of receiving funds.
 - Any change should be totaled up at the bank. Do not count by hand. Be sure to go back and fill in any total blanks where the amount of change is needed (receipt, Deposit Report form & copy, deposit slip).
1. Each source of money needs a receipt from receipt book filled out -
 - a. "Received From" – Dinosaur, etc.
 - b. On "For" line, write in appropriate revenue account number
 - c. Write the amount of unregistered item \$ box.
 - d. Sign next to "By".
 2. Put receipt with unregistered cash and checks.
 3. From the purple folder, fill out the goldenrod colored APNC Deposit Report
 4. In blank area at the top left, write "Unregistered Deposit". Write in today's date for "Date Printed". Sign at the bottom.
 5. Scan any checks into Chase bank online. See detailed instructions below. Print Deposit Receipt.
 6. Fill in the total Cash & Checks taken to Chase Bank, the total Checks Scanned to Chase Online, and the Total to Chase Bank.
 7. Fill out bank deposit slip.
 8. Make a copy of the report for our records – the most recent copy should stay in the Deposits folder, while older copies can be filed into the black filing cabinet in the "Deposit Reports Completed" folder. Staple the white copy of the receipts with the account numbers to the back of the copied report.
 9. After taking deposit to the bank, the original APNC Deposit Report should be sent to the Business Office, along with the bank receipt, the yellow copy of the bank deposit slip (have the bank "teller stamp" it), and all of the yellow copies of the receipts with the account numbers and descriptions.

Registered Deposits

- Anything entered into CLASS: Birthday parties, School Tours, Loan items, Rentals, etc.
 - A deposit should be run within three days of receiving funds.
1. Print Reports
 - Daily Cash Balance Report
 - i. CLASS/Report Printing/Accounting/Daily Cash Balance Report
 - ii. Location: APNC User: All Payment Type: All
 - iii. To Determine "From" date, look at the previous report to find the date range it was last run. If previous report was run until 2/10, the from date should be 2/11.
 - iv. "To" date is whatever date you want to run the deposit through, usually yesterday's date.

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Site-Specific Deposit Procedures

- v. Print - In the Select A Report Pop Up Box, choose the 3rd option "Credit Ca CSS_1", click Select.
 - GL Report
 - i. CLASS/Report Printing/Accounting/GL Report – use same date range and location
 - Refunds Processed Report – use same date range and location
 - i. CLASS/Report Printing/Refunds Process Report
 - Payment Processing List
 - i. CLASS/Report Printing/Payment Processing/Payment Processing List – use same date range and location
2. Compare checks and receipts from the Registered Deposit money bag in the safe to the Daily Cash Balance Report.
 - a. Make sure all cash and checks on the report are accounted for
 - b. If there were any mistakes on the report (entered then cancelled payments), use a ruler to draw a line completely through the entries on the report
 3. Get APNC Deposit Report (goldenrod color) form from purple folder.
 4. Write today's date on the Date Printed line. Under it write the date range for this report (the From and To dates from the above reports). Write "Registered Deposit – CLASS" above today's date. Sign the Deposit Report.
 5. Scan checks into Chase online.
 - A. Prepare check scanner. Insert black plastic check holder, and extend black plastic check catcher. Place checks resting on the check holder to be fed into the machine.
 - B. Open a browser window to www.chase.com. Log-in with user ID and password.
 - C. Select "Payments and Transfers" tab at the top. Then select "Deposit Checks" button.
 - D. Deposit to: Rec Deposits Location: Anita Purves Nature Center
Deposit description: date range of deposit Deposit total: check total – Next
 - E. Click Next after checks scan through
 - F. Look at checks on the Review Checks page. Make sure each check total is correct. Correct any errors as needed. Click Next.
 - G. Review checks one final time, and click Submit Deposit.
 - H. On the Deposit Receipt Confirmed page, select Print this page for your records. Once receipt is printed, select Log Off.
 - I. Put check scanner away. Store the checks in the APNC Scanned Checks money bag in the safe. Checks in the bag from the previous deposit that have already been scanned and processed can be shredded.
 6. Continue filling out the Deposit Report
 - Cash & Checks taken to Chase Bank = total of anything brought to the bank in person, will usually only be cash/change
 - Checks Scanned to Chase Online = total of scanned checks

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Site-Specific Deposit Procedures

- Total to Chase Bank = total of the above two
 - Total on Printout = the total is the number at the very end of the DCBR, should be the net total of all transactions accounted for on this deposit. If the total on Printout line is different from the total of Cash + Checks, you know that there were some credit card transactions.
7. Fill out a bank deposit slip for any money taken to Chase Bank.
 - a. If depositing a check, do not write check #; just the name on the check
 - b. Write "APNC" in the white space of the deposit slip
 8. Make a copy of the deposit report + forms for our records and put it in the purple folder. The previous report, which should still be in there, can then be filed in the black filing cabinet under "Budget", in the "Deposit Reports Completed" folder.
 9. Place items in this order:
 - a. Bank deposit slip (on top)
 - b. Checks/cash
 - c. Yellow copies of any registered cash receipts
 - d. APNC Deposit Report
 - e. DCBR
 - f. GL Report
 - g. Refunds Processed Report
 - h. Payment Processing List
 - i. Deposit Receipt Confirmed
 10. Take deposit to the bank.
 11. Completed Deposit Report and bank receipts go to the Business Office

Appendix A

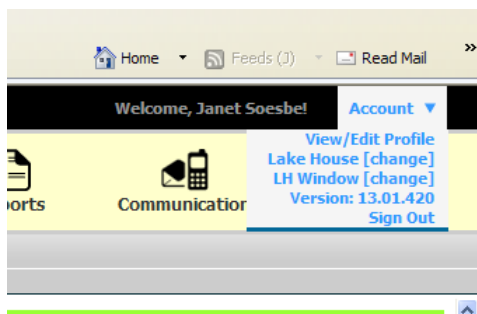
Site-Specific Deposit Procedures

Lake House Activenet Point of Sale Terminal Procedures

Steps for logging in and beginning your shift at the boat window:

- 1) Turn on the tower.
- 2) Turn on the monitor and mouse.
- 3) Turn on the Epson receipt printer.
- 4) Login to Windows.
 - a. _____ is the username/login
 - b. _____ is the password
- 5) Open the Active shortcut on the desktop (activenet.active.com/urbanaparks/login).
- 6) Login to the Active site. Your username is your initials plus last name (jlsoesbe). Your password for now is: _____.
- 7) Depending on who last logged in and whether this is your first time, you may have to assign a work station at login. Using the pulldown menu, select Lake House: LH Window:

- 8) Sometimes, that step is already completed, so: EVERY TIME, YOU SHOULD CHECK THE UPPER RIGHT CORNER. Where it says Account with the blue arrow, click on the arrow to be sure you're logged in to the correct workstation.



This is an extremely crucial step! In order for our drawer to balance, we need to have the correct center and work station selected.

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Site-Specific Deposit Procedures

- 9) Close down the Administration tab and click on the icon for Point of Sale, the cash register. The Point of Sale Layout will open. I like to click F11 to run the computer at full screen. IT CAN TAKE UP TO 3-5 MINUTES FOR JAVA TO COME UP.

Point of Sale Layout Screen

This is the 'cash register' for boats and concessions. There is a button for every item we sell. The grey window on the left for Drop-In Customer will always be open. Once you've finished a transaction, the last one stays on the screen

- 1) Select the correct boat or item on the screen by touching it. It will register on the lefthand menu.
 - a. If you want to do multiple items, you can hit that item's button that number of times, OR you can use the grey number pad on the touchscreen to select quantity and then hit the item's button.
 - b. At any point, you can use the "Delete Last" button to take away a selection
- 2) Once you're done, hit one of the payment buttons on the right: Cash, Charge or Check.
 - a. If choosing cash, you'll use the grey number buttons to put in the dollar amount of their payment and then choose the yellow Finish button. While it's processing, the button is light blue. DON'T HIT IT TWICE. At the bottom of the menu on the left you'll see the change needed.
 1. A window will come up and ask if you want to print this receipt. Unless a customer tells you they need a receipt, select No.
 2. The grey menu will say Completed Receipt at the top. Your transaction is finished and you're ready for the next one.
 - b. If choosing check, just type in the check # in the corresponding box on the lefthand grey menu (your cursor is automatically there). Then select Finish. Again, we do not print receipts for checks.
 - Take the customer's check and slide it into the lefthand slot in the front of the cash drawer.
 - c. If choosing charge, the icon for the card swiper will appear above the colored layout.
 - Swipe the card and follow the instructions on the swiper.
 - The card information appears on the grey lefthand menu. Select the yellow Finish key.
 - Answer "Yes" to the receipt prompt and have the customer sign the receipt. Slide it into the righthand slot in the front of the cash drawer. At this point, ask the customer if they'd like a copy of the receipt. Use the "Print POS Receipt" button on the lefthand grey menu.
 - d. If the card doesn't swipe, it can be entered manually.
 - Hit the Red X button on the card swiper to cancel the swipe.
 - On the screen, the Manual Keypad button below the icon of the swiper will appear active
 - Touch that button and then enter the card number using the keypad on the swiper. You'll use the green ← button in between steps.
 - e. If the customer changes their payment method before you hit Finish, you can hit Cancel below the payment amount on the lefthand menu.

Refunds

You can refund an item completely using the Point of Sale Screen. We only do refunds for boat rides if there are extenuating circumstances. Instead refunds on concession items, we will give them a replacement item.

- 1) Cash Refunds
 - Hit the blue "Refund Item" button.
 - Hit the button for the item you're refunding.

Appendix A

Site-Specific Deposit Procedures

- Hit the green “Payment Cash” button. On the lefthand grey menu, it will show the refund amount. Hit the OK button. The lefthand menu should appear like this →
- Hit the yellow “Finish” button.
- When you get the receipt prompt, choose “Yes” and put that receipt in the cash drawer when it opens. Pull the cash out for the customer.
- A Shift Supervisor should either process or sign off on all refunds.

2) Check Refunds

- Hit the button for the item you’re refunding.
- Hit the green “Payment Check” button. On the lefthand grey menu, it will show the refund amount. Hit the OK button.
- Hit the yellow “Finish” button.
- When you get the receipt prompt, choose “Yes” and put that receipt in the cash drawer when it opens. Find the customer’s check under the cash drawer and return it to them.
- A Shift Supervisor should either process or sign off on all refunds.

- 3) Credit Refunds can only be done with a POS receipt from our terminal the same day as the purchase. You’ll have to leave the POS screen to do a credit card refund
 1. Select the Front Desk icon on the banner (three houses). It will open a new tab.
 2. In the middle of the Pending Receipt #1 screen, you’ll see Refund as a header. Select “Refund Transaction” below that.
 3. Find Transaction: In the first box, enter the POS receipt and hit “Submit”.
 4. Select Transaction for Refund: Select the item for the refund.
 5. Credit Fees: Make sure the green check is in the box with the correct fees. In this area, click “Staff Notes” and use the Standard notes pulldown menu for the refund reason. In the text box below, it will appear. Add your initials and the date.
 6. Scroll down and click “Refund and Finish” if you don’t have to refund multiple items. Otherwise, hit “Refund” and start all over!
 7. Find Customer to Receive Refund: the pulldown menu will automatically have Drop-In Customer in the Potential Customers box. Hit “Select”.
 8. Receipt Refund: check to see that the Amount to Refund box has the correct dollar amount. The numbers will be grey.
 9. Clicking the dollar sign next to Credit Card refund on the right side will bring the dollar total to this box.
 10. Click “Refund and Finish”. You’ll get a standard, full-page UPD receipt. At the top of this receipt, you can select “Print POS Receipt”. (It will say Voucher on top.) Do this twice, once for the customer and once for us to put in the cash drawer.
 11. Close the new Front Desk tab that will have the Receipt # as its title.

Appendix A

Site-Specific Deposit Procedures

Lake House Shift Supervisor – Closing the Drawer

1. Click on the Reports icon on the banner of the ActiveNet screen.
2. On the lefthand menu, select Daily Close Reports.
3. Select the Cash Distribution By Account report.
 - Under Filters, select Transaction Sites and choose Lake House from the pop-up window and click “done” at the bottom of that window.
 - Enter the date of the business day in the boxes for Transaction Date/Time. The hours are automatically filled in.
 - Go to the bottom of the page and click “Run Report”.
 - It will open in a new IE window. Print it from this screen, being sure to choose the HP as your printer. Once it’s printed, you can close that window.
 - On this report, use a highlighter to highlight the date and the two GL Acct numbers on the lefthand column and the bottom right Sub-Total dollar amount for that account’s section. Do this for:
 - Fees – Lake House Boat Rental 905-9-1030-3501 and
 - Sales – Lake House Concessions 905-9-1030-3402

Selection	Value	
GL Account		Remove
Cost Center		Remove
Transaction Site	Lake House	Remove
Workstations		Remove
System User		Remove
Payment Types		Remove
Transaction Date/Time	From: May 2, 2013	12:00 AM
	Through: May 2, 2013	11:59 PM

4. Now, from the lefthand menu, select Cash Receipts report.
 - Under Filters, enter the correct business day in the boxes for Receipt Date/Time. The hours are automatically filled in.
 - Make sure that Transaction Site is the only box filled in & that is has Lake House as the site.
 - Go to the bottom of the page and click “Run Report”.
 - It will open in a new IE window. Print THE LAST PAGE from this screen, being sure to choose the HP as your printer. Once it’s printed, you can close that window.
5. Count out your \$125 of start-up cash & place it into the navy zipper bag (try to keep denominations low and to have only quarters for change). Put the bag into the safe.
6. Count any cash and coins and put into the top section of a Chase Bank deposit plastic bag. Write the total amount of cash and coin into the corresponding box on the bag. Add “LH” to the line after PRC on the blank for Store Number and write the date in the corresponding box and the account number from the deposit slip. Get a blank Lake House Daily Statement form and write in the cash, coin, check and credit card totals. Fill out the rest of the form accordingly

Selection	Value	
Receipt Date/Time	From: May 2, 2013	12:00 AM
	Through: May 2, 2013	11:59 PM
System User		Remove
Transaction Site	Lake House	Remove
Workstations		Remove
Payment Types		Remove
Alternate Key Value		Remove
Cash Out Reports		Remove

Appendix A

Site-Specific Deposit Procedures

7. Tear out a two-piece (orig. white & yellow copy) deposit slip from the book and fill it out. You will deposit all of the money you counted out of the drawer, even if it didn't match the Cash Drawer Total. Write "LH Deposit XX/XX/XX" and your signature on the yellow copy of the receipt. Write the date, the total amount of the deposit and write PRC-LH on the line for Store # on the tear-off top of the plastic bag. This is the total of cash and checks only, NOT credit cards! Staple the yellow copy to the Daily Statement Sheet along with the perforated top of the Chase plastic deposit bag, credit card slips, coupons, and any over/under-ring slips.
8. Put the original white copy of the deposit slip into the bottom section of the plastic deposit bag. If there are any checks, they go in this section with the deposit form. Write the total amount of checks in the corresponding box and add to the grand total with cash total.
9. Follow the instructions on sealing both sections of the bag. Put the sealed bag into that day's clear envelope.
10. Also, staple together and put the following forms into that day's clear envelope. Put the entire envelope into the safe along with the navy money bag and the green back-up cash bag. Janet will pick up on Mondays.
 - LH Daily Statement with attached items
 - yellow deposit slip copy
 - credit card slips
 - plastic bag's tab
 - any over/under ring slips
 - Cash Receipts report
 - Cash Distribution by Account report
11. Be sure the safe is locked and covered when you leave!

Lake House Manager – Making Lake House Deposits

1. On Monday mornings, the Lake House Manager (Community Program Manager) removes any Chase deposit bags from the safe as well as the two cash bags.
2. The Manager double checks the deposit bag amounts against the deposit slips and the Daily Statement forms. After making any corrections, the original Lake House Daily Statement Forms are sent to the Business Office along with copies of the Lake House Cost Analysis Sheets.
3. The Manager takes the Chase deposit bags to the Chase Night Deposit Box and makes the deposit. While there, the Manager gets any change needed for the green cash bag.
4. Directly after visiting the bank, the Manager returns both the blue bag with the cash for the drawer and the green cash bag to the Lake House safe.

Appendix A

Site-Specific Deposit Procedures

Operations Office Deposit Procedures

Dog Park daily admittance revenues

- Collect cash from sources – dog park daily admittance drop box
- Count cash
- Store cash in safe until deposit is prepared
- Prepare deposit slip, include:
 - Amount of deposit
 - Account code to which revenues are to be coded
- Take deposit to the bank,
 - Attain receipt from bank
 - Staple receipt to yellow copy of deposit ticket
- Forward deposit ticket and receipt to the Business Office

Brooken's Gym Deposit Procedures

Open gym admission revenues

- Collect cash from sources
- Count cash
- Store cash in safe until deposit is prepared
- Prepare deposit slip, include:
 - Amount of deposit
 - Account code to which revenues are to be coded
- Take deposit to the bank,
 - Attain receipt from bank
 - Staple receipt to yellow copy of deposit ticket
- Forward deposit ticket and receipt to the Business Office

Appendix A

Site-Specific Deposit Procedures

Business Office Procedures – Verifying and Posting Receipts

Phillips Recreation Center

1. Fill out a CLASS/Active Deposit Worksheet, Chase Bank 1061, verify information by PRC CLASS/Active Reports
2. Post entries into AS400 General Ledger
3. Print Audit Trail
4. Assemble posting & file all documents

UIAC & CLPFAC

Daily Receipts

1. Fill out a UIAC/CLPFAC Deposit Control Sheet
2. Audit Daily Cashier's Statement, verify information by submitted documentation
3. Post entries into AS400 General Ledger
4. Print Audit Trail
5. Assemble postings & file all documents

Monthly Billings

1. Print monthly bills from UIAC Bill Inventory File
2. When payments come, confirm amount with printed bill
3. Post payment, date and amount on UIAC Bill Inventory File
4. Prepare deposit slip and make deposit
5. Post deposit into AS400 General Ledger
6. Print Audit Trail
7. Assemble postings & file all documents
8. Give printed bill with paid info to Business Manager for her recordkeeping

Lake House

1. Fill out a Lake House Deposit Control Sheet
2. Audit Lake House Daily Statement, verify by supporting documentation submitted
3. Post entries into AS400 General Ledger
4. Print Audit Trail
5. Assemble postings & file all documents

Dog Park

1. Post deposit entry into AS400 General Ledger, verify by submitted documentation
2. Print Audit Trail
3. Assemble posting & file documents

Appendix A

Site-Specific Deposit Procedures

Anita Purves Nature Center

CLASS Deposits

1. Fill out a CLASS Deposit Worksheet, Chase Bank 1061, verify information by PRC CLASS Reports
2. Post entries into AS400 General Ledger
3. Print Audit Trail
4. Assemble posting & file all documents

Non CLASS Receipts

1. Audit APNC by verifying supporting documentation
2. Post entries into AS400 General Ledger
3. Print Audit Trail
4. Assemble posting & file documents

Camp Payments

CCRS

1. Complete CCRS attendance chart from attendance sheets
2. Complete & submit CCRS Monthly Child Care Certificate Report
3. When payment is received from CCRS, post payment into corresponding CLASS CCRS account and take deposit to Chase Bank, Acct 1061, Recreation Deposits
4. Run Class GL Summary Report and Daily Cash Balance Report for Business Office.
5. Fill out a Summer Camp / CCRS Deposit Report for the Business Office
6. Fill out a CLASS Deposit Worksheet, Chase Bank 1061, verify information by Business Office CLASS Reports
7. Post entries into AS400 General Ledger
8. Print Audit Trail
9. Assemble posting & file documents

ACH

1. Run CLASS Account Payments Scheduled Report
2. Verify ACH payments versus credit card payments with Office Manager at PRC
3. Create ACH Database with JP Morgan Accesss
4. Create Batch, Run Batch Report, and Release Batch
5. Print Release Confirmation
6. Two days later, confirm bank account for ACH funds
7. Post payments into CLASS for each corresponding scheduled payment
8. Run CLASS GL Summary and CLASS Daily Cash Balance Report for Business Office
9. Fill out a CLASS Deposit Worksheet, Chase Bank 1061, verify information by Business Office CLASS reports
10. Post entries into AS400 General Ledger

Appendix A

Site-Specific Deposit Procedures

11. Print Audit Trail
12. Assemble posting & file documents

Miscellaneous Receipts

1. Prepare deposit slip and make deposit
2. Post into AS400 General Ledger
3. Print Audit Trail
4. Assemble posting & file documents

NSF check procedures

If a check is returned to the business office because of insufficient funds, account closed, etc.

1. Look to see if name on check has a CLASS/Active account.
2. If person is in CLASS/Active:
 - Collaborate with PRC staff on contacting patron and for PRC to cancel payment in CLASS/Active
 - Make a ledger sheet
 - Post in AS400 general ledger
 - Acct. # (*is* acct. Rcvb. 1021) - e.g. – 905-0-0110-1021 debit
 - Cash - e.g. – 905-0-0110-1061 credit
 - (acct # is always 905-0 regardless of registered program)
 - Description - "last name" NSF check
 - Use date bank processed NSF check
 - Print audit trail
 - Assemble posting & file documents
3. If person is not in CLASS/Active:
 - Research which staff deposited check & collaborate with them about recovering the funds.
 - Make a ledger sheet
 - Enter the canceled check into AS400 :
 - Acct # (*not* acct. Rcvb. 1021) - e.g. – 968-1-0130-3501 debit
 - Cash - e.g. – 968-0-0110-1061 credit
 - (acct # depends upon the registered program)
 - Description - "last name" NSF check
 - Use date bank processed NSF check
 - Print audit trail
 - Assemble posting & file documents

Appendix B

Special Event Procedures

Dog Park Egg Hunt Event

- Registration is taken on site for this event
- As registration forms are completed, receipts are issued for cash/check receipts. Credit cards are not accepted for on-site registration.
- All collected funds are placed in a money bag and locked in a staff vehicle during the event.
- Registration forms are input into Class and a deposit is made to bank on next business day, following APNC registered deposit procedures, as described in Appendix A.

Strawberry Jam Event Donations

- Donation can is available at the ice cream station
- Event coordinator collects donation can at the conclusion of the event.
- Donations are double counted by staff, and deposit slip is prepared.
- Donations are placed inside of the locked Meadowbrook house.
- Deposit is made to bank on next business day, following APNC unregistered deposit procedures, as described in Appendix A.

Youth Summer Theatre Revenues

- Request start-up cash from Business Office, issued via check
- Keep in a locked bag until it is put in the box office drawer before each performance
- Cash and checks that are received from customers are put into the drawer.
- After the show starts, one staff counts the cash. Then, a second staff counts and verifies the amount.
- Stamp checks with “for deposit only” and record on a deposit slip.
- Record cash amount on the deposit slip.
- Place cash, checks, and deposit slip into a Chase cash deposit bag and seal.
- Place cash deposit bag into a locked bag and keep in the box office until the end of the performance.
- Two staff take deposit to the night deposit drop at Chase.
- Submit deposit slip and bank bag seal to the Business Office with the correct GL account line written on the deposit slip.
- The start-up cash remains in the locked bag, separate from the revenue. Deposit it in the bank along with the revenue after the last performance.
- Keep separate accounting for concessions sold at performances.
- Credit Cards are accepted via the Square card processing application. The Square account and banking information is set up by the Community Program Coordinator and Business Office.
- At the event, the purchase amount is entered and the credit card is processed through a scanner attached to a smartphone.
- The card is accepted or declined immediately.
- The purchaser signs on the touch screen, verifying the charge. They are then able to select whether they receive a receipt (through email or text message) or do not receive a receipt.
- Funds are deposited automatically into the UPD account after 24 hour period, approximately.

Appendix B

Special Event Procedures

- Spreadsheets showing transactions and deposits are submitted to the business office, along with the corresponding GL account number.

Turkey Trot Event Donations

- Money is collected from t-shirt sales and donations. Funds are kept separate
- Two staff will double count all funds independently and cross-check for accuracy
- Cash, checks, and deposit slip are sealed into a Chase cash deposit bag
- All funds will be deposited the same day into the Chase night drop box
- Deposit slip and bank bag seal are submitted to the Business Office with the correct GL account line written on the deposit slip

Appendix C

Purchase Card Procedures

Introduction

Welcome to the Urbana Park District Chase Purchase Card Program provided by JP Morgan Chase Bank. The Purchase Card is for retail purchases; i.e. in person or by mail, telephone, online, or fax. This is to reduce paperwork, expedite the purchasing process at the department level and increase administrative efficiency.

Use this Purchase Card in accordance with these guidelines. Please read the guidelines carefully.

Purchase Cards are issued with authorization of your supervisor. Card usage will be audited and may be rescinded at any time. **You are the only person authorized to use your card!**

Finally, remember you are spending Urbana Park District public funds each time you use the Purchase Card.

Guidelines for Use

- ☞ The Purchase Card may be used at any merchant that accepts Mastercard credit cards.
- ☞ The Purchase Card is not to be used for personal purchases.
- ☞ The Purchase Card is issued in your name and you are the only person authorized to use it.
- ☞ An itemized receipt is required for each purchase.
- ☞ You are responsible for the security of your card and any transactions made against the card.
- ☞ The cardholder must present the Illinois Department of Revenue Sales Tax Exemption identification letter to merchants. Any merchant who will not accept the exemption is to be reported to the Urbana Park District Business Office.
- ☞ In the instance you require an amount greater than your regular limit, as defined by the UPD Purchasing Authority, requests for limit changes should be made to your supervisor.
- ☞ If your card is lost or stolen, declined unexpectedly, or has unexplained charges, contact Caty Roland, the Purchase Card Administrator, immediately.

Appendix C

Purchase Card Procedures

☞ Misuse of the Chase Purchase Card includes:

- Using the Purchase Card for personal purchases
- Purchase of prohibited items
- Use of the Purchase Card by someone other than the cardholder
- Fraudulent, inaccurate, or incomplete record keeping

☞ **Use of the Purchase Card not in accordance with the guidelines established for this program will result in disciplinary action up to and including termination.**

Acceptable Purchases	Prohibited Purchases
☺ Items, supplies, and equipment approved for Urbana Park District use.	☹ Any items not intended for Urbana Park District use
☺ Approved supplies for your programs <ul style="list-style-type: none">• i.e. craft supplies, instructional games and toys, books, etc.	☹ Contractual Services <ul style="list-style-type: none">• i.e. utilities for which we already have programs in place
☺ Conference/Seminar registrations	☹ Sales Tax
☺ Travel/Conference expenses	☹ Any items for personal use
☺ Shipping/postage charges	☹ Cash advances or ATM withdrawals

Monthly Procedures: Step-By-Step

- Every month you will need:
 - Labeled envelope to collect Purchase Card receipts throughout the month.
 - Purchase Card Reporting Form
- The billing cycle begins on the 6th of the month and ends on the 5th of the next month.
- Throughout the billing cycle, please collect receipts, record purchases, and code account numbers daily on the Purchase Card Reporting Form.
 - If you purchase via phone or internet, require the merchant to include a receipt with the goods when the product is shipped to you.
- By the 8th day of each month, you must submit your completed Purchase Card Reporting Form, which accounts for all purchases made during the billing cycle.
- Place Purchase Card Reporting form and all supporting receipts/documentation into an envelope.
- Submit envelope to supervisor. Supervisors sign/approve purchase card purchases.
- Submit approved purchases to Business Office for reconciliation by the 10th of each month.

CARDHOLDER APPLICATION FORM

FOR SUPERVISOR TO COMPLETE IF CHASE PURCHASE CARD WILL BE BENEFICIAL TO POSITION.

APPLICANT INFORMATION: (Please print clearly)

Requested By (Supervisor): _____

Applicant's Name _____ Employee # _____

Department _____

Applicant's E-Mail address _____

Transaction Limit: _____ Daily Limit: _____ Monthly Limit: _____

AUTHORIZATION

As the Supervisor, I hereby grant the above mentioned Applicant authorization to be issued, and use, the Urbana Park District Chase Purchase Card. I also agree to review and sign the monthly Chase Purchase Card record form issued to the above applicant.

If the applicant's employment with the Urbana Park District is terminated, I agree to notify Caty Roland, the Purchase Card Administrator.

Supervisor Signature _____ Date _____

Manager Signature _____ Date _____

Appendix C
Purchase Card Procedures

**ACKNOWLEDGEMENT OF RECEIPT OF
PURCHASE CARD**

I acknowledge that, on the date indicated below, I am in receipt of a Chase Purchase Card. I further confirm that I understand the Guidelines for Use of the purchase card and my responsibilities. In addition:

I understand that the Chase Purchase Card use is defined by these limits:

Transaction Limit: _____ Daily Limit: _____ Monthly Limit: _____

Purchase Card# (last 4 digits): _____ Expiration: _____

I understand that the Purchase Card is to be used solely for authorized business purchases; not personal purchases.

I understand that I am responsible for reconciling monthly statements, maintaining accurate records and submitting merchant receipts to my supervisor for approval.

I understand that Illinois State Statute governs municipal entities, including Park Districts, and are prohibited from paying state sales tax on consumable merchandise. Therefore, it is my responsibility to present that Illinois Department of Revenue Sales Tax Exemption identification letter to merchants. Any merchant who will not accept the exemption is to be reported to the Urbana Park District Business Office.

I understand and will follow the Chase Purchase Card Guidelines for Use.

Should my employment with Urbana Park District terminate, I am responsible for returning the Chase Purchase Card to the Business Office immediately.

I understand that misuse of the Purchase Card will result in disciplinary action up to and including termination.

Name of Cardholder _____

Cardholder Signature _____ Date _____

Supervisor Signature _____ Date _____

Please return this form to Business Office

P-Card Cardholder Procedures and Screen Shots

Allocating Transactions

Login to SmartData website: <http://smartdata.ipmorgan.com>

View of the Home screen upon login:

The screenshot shows the Chase J.P. Morgan SmartData Home screen. The user is logged in as 'crroland' with a last visit of 03/29/2012. The 'Account Activity' section is active, showing a date range of 'Previous 30 Days'. The 'Total Transactions' link is circled in red. The 'Last Five Transactions' table is also visible.

Last Five Transactions	
3	OFFICE DEPOT #0305 111 CONVENIENCE CENTER RD 04/10/2012 112.14
0	ROGARDS OFFICE PRODUCT 214 S WALNUT ST 03/23/2012 258.17
3	PIATO CAFE INC QPS 300 S BROADWAY FC2 03/15/2012 18.57
	ROGARDS OFFICE PRODUCT 214 S WALNUT ST 02/27/2012 (3.18)
	ROGARDS OFFICE PRODUCT 214 S WALNUT ST 02/24/2012 14.24

Click on the **Total Transactions** link to view and allocate your transactions.

You can also access the Transactions Summary at any time by from the Account Activity Menu, select Transaction Summary

Appendix C

Purchase Card Procedures

The screenshot displays the Chase J.P.Morgan smartdata interface. The top navigation bar includes the Chase logo, J.P.Morgan, and a user profile icon. Below this, a secondary navigation bar shows 'My Profile' and 'Account Activity'. The 'Account Activity' dropdown menu is open, with 'Transaction Summary' highlighted by a red circle. Other menu items include 'Transaction Summary', 'Account Information', 'Merchant Summary', 'Add Cash Transaction', 'Cost Allocation Management', 'Schedule Report', 'Completed Reports', 'Scheduled Reports', 'Account Statements', and 'Retrieve Receipt Images'. The main content area shows a 'Welcome Back' message and a 'Last Five Transactions' table. The table has columns for quantity, merchant name, and amount. The date range is set to 'Previous 30 Days'.

Last Five Transactions		
2	OFFICE DEPOT #0305 111 CONVENIENCE CENTER RD 04/10/2012	112.14
0	ROGARDS OFFICE PRODUCT 214 S WALNUT ST 03/23/2012	258.17
2	PIATO CAFE INC QPS 300 S BROADWAY FC2 03/15/2012	18.57
	ROGARDS OFFICE PRODUCT 214 S WALNUT ST 02/27/2012	(3.18)
	ROGARDS OFFICE PRODUCT 214 S WALNUT ST 02/24/2012	14.24

Appendix C
Purchase Card Procedures

The screenshot shows the Chase J.P. Morgan smartdata interface. At the top, there are logos for CHASE and J.P. Morgan, and the smartdata logo. Below these are tabs for 'My Profile' and 'Account Activity'. The main heading is 'Transaction Summary'. Below this, the user's name 'CATHERINE ROLAND' and account details are displayed. The 'SEARCH CRITERIA' section is highlighted with a red circle. It contains a 'Reporting Cycle' radio button (selected) and a dropdown menu showing 'May 2012'. Below the dropdown, the date range '(04/05/2012 to 05/04/2012)' is shown. There are also fields for 'Date Type', 'From' (04/05/2012), and 'To' (05/04/2012). A 'Search' button is located below the search criteria, also circled in red. At the bottom, it says 'Currently logged in as: crroland (crroland, Cardholder)'.

In the Transaction Summary screen, select the **Reporting Cycle radio button**, and in the **drop down menu**, select the current reporting cycle for which you are allocating transactions. The month indicates the end month of the reporting cycle. The date range for the cycle appears below the drop down menu.

Click **Search**.

Appendix C

Purchase Card Procedures

Current transactions within the selected reporting cycle will appear below the search box:

Home > Transaction Summary

Transaction Summary

CATHERINE ROLAND • XXXX-XXXX-2261-7413 (ACTIVE) • Administration • 303 W UNIVERSITY AVE • URBANA, IL 618011746

SEARCH CRITERIA [Advanced Search >](#)

☒ Reporting Cycle: May 2012
04/05/2012 to 05/04/2012

☐ Date Type: From: 04/05/2012

Posting Date To: 05/04/2012

Data available starting: 04/13/2009

Search

1 - 1

Expand All | Collapse All

Add Cash Transaction Send Email Save Reset

SEARCH RESULTS Search Total: 112.14

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
			04/10/2012	04/09/2012	OFFICE DEPOT #0305 CHAMPAIGNE, IL -61820	112.14		

Expand All | Collapse All

Add Cash Transaction Send Email Save Reset

1 - 1

To assign account codes to the transaction, click the double arrow **Allocate Transaction** icon.



Appendix C

Purchase Card Procedures

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
			04/10/2012	04/09/2012	OFFICE DEPOT #0305 CHAMPAIGNE, IL -61820	112.14		

ACCOUNTING CODES INFORMATION

Expense Description				Office Supplies	
Fund	Department	Program	Minor Code		
900	1	0140 - Agency Administration 0140 - Agency Administra	4301 - Office Supplies		

Copy to All on Page

Search Total: 112.14

Expand All | Collapse All

Add Cash Transaction Send Email **Save** Reset


1 - 1

Enter the **Expense Description**. Please limit expense descriptions to **15 characters**. This is the limit that the GL will accept. Use the drop down menus to build the expense **account number**. Click **Save**.

Please Note: Avoid checking off the Reviewed and Approved check boxes. Since staff and supervisors are required to print and sign the Expense Report, this is your way of reviewing and approving transactions. We have found that, by clicking those check boxes, it is creating other problems that can be avoided if we refrain from checking those boxes.

Appendix C

Purchase Card Procedures

If account splits for the transaction are required, select the **Split Transaction** icon. 
This will take you to a new screen, where you will divide your transaction into the necessary number of splits:


Home > Transaction Summary > Split Transaction

Split Transaction

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Financial Detail | Split Detail

Save Reset

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	04/10/2012	04/09/2012	OFFICE DEPOT #0305 CHAMPAIGNE, IL -61820	112.14		112.14	

Split(s): Add


Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount
This transaction does not have any splits defined.			
Totals:			

Enter **number of splits**. Click **Add**

Financial Detail | Split Detail

Save Reset

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	04/10/2012	04/09/2012	OFFICE DEPOT #0305 CHAMPAIGNE, IL -61820	112.14		112.14	

Split(s): Add

Select All | Deselect All Remove Expand All | Collapse All

Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount
<input type="checkbox"/> Binders	92.16	103.35	0.00
<input type="checkbox"/> Paper	7.84	8.79	0.00
Totals:	100.00	112.14	0.00

Insert **Descriptions**, not to exceed 15 text characters.

Appendix C Purchase Card Procedures

Adjust **dollar amounts** across splits until percent equals 100.

Click **Save**.

The screenshot displays the 'Split Detail' tab of a financial system. At the top right, there are 'Save' and 'Reset' buttons. Below this is a table with columns: Reviewed, Approved, Posting Date, Transaction Date, Description, Transaction Amount, Tax Amount, Net Transaction Amount, and Additional Information. A transaction is listed with a posting date of 04/10/2012, a transaction date of 04/09/2012, a description of 'OFFICE DEPOT #0305 CHAMPAIGNE, IL -61820', a transaction amount of 112.14, and a net transaction amount of 112.14. Below the table, there are controls for 'Split(s)' (set to 2) and an 'Add' button. Further down, there are buttons for 'Select All', 'Deselect All', 'Remove', 'Expand All', and 'Collapse All'. The main area shows a list of splits with columns: Description, Percent, Amount, and Tax Amount. The first split is 'Binders' with a percent of 92.16 and an amount of 103.35. Below this split is an 'ACCOUNTING CODES INFORMATION' section with fields for Fund (900), Department (1), Program (0140 - Agency Administration), and Minor Code (4910 - Staff Mtgs). The second split is 'Paper' with a percent of 7.84 and an amount of 8.79. Below this split is another 'ACCOUNTING CODES INFORMATION' section with fields for Fund (900), Department (1), Program (0140 - Agency Administration), and Minor Code (4301 - Office Supplies). At the bottom, there is a 'Totals' row showing 100.00 percent, 112.14 amount, and 0.00 tax amount. Red circles highlight the 'Save' button, the 'Allocate Transactions' icon (a double arrow), and the 'Edit Accounting Codes' button.

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	04/10/2012	04/09/2012	OFFICE DEPOT #0305 CHAMPAIGNE, IL -61820	112.14		112.14	

Split(s): 2 Add

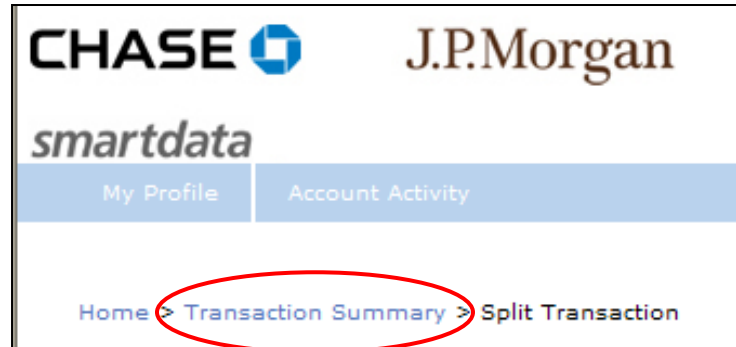
Select All | Deselect All Remove Expand All | Collapse All Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount
<input type="checkbox"/> Binders	92.16	103.35	0.00
ACCOUNTING CODES INFORMATION			
Fund	Department	Program	Minor Code
900	1	0140 - Agency Administration	4910 - Staff Mtgs
900	1	0140 - Agency Ad	4910 - Staff Mtgs
Copy to All on Page			
<input type="checkbox"/> Paper	7.84	8.79	0.00
ACCOUNTING CODES INFORMATION			
Fund	Department	Program	Minor Code
900	1	0140 - Agency Administration	4301 - Office Supplies
900	1	0140 - Agency Administration	4301 - Office Supplies
Edit Accounting Codes			
Totals:		100.00	112.14
			0.00

Click double arrow **Allocate Transactions** icon to expand account code information.

Click **Edit Accounting Codes** button to have access to build account numbers with the drop down menus.

Click **Save**.



Use the “breadcrumbs” at the top of the screen to navigate back to the Transaction Summary screen to continue allocating transactions, or to go back to the Home Screen if you are finished.

Be sure every item in your Transaction Summary is coded for the cycle. If the item appears on your Transaction Summary, but is not coded with an account/description, it will not appear when you run the Expense Report.

Note: If any credits appear on your account summary, please code them (i.e. refunds/returns). Usually credits will match the original related expense. If you need help determining the account, please ask.

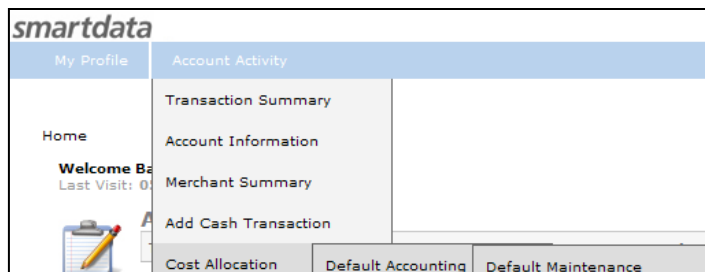
Appendix C

Purchase Card Procedures

Setup Default Accounting Codes

To make coding easier, you have the option to set up a default account code, to which all of your purchases will automatically be coded. For example, if you frequently code to 905-5 you can set those two sections as defaults. This will save you time in dropping down lists to select account numbers. Setting default accounts does not limit the accounts available to you - when a purchase is not the default account, simply drop down and change to the correct account while coding. To set up your own default account codes, find Cost Allocation Management in the drop down menus. Select Default Account Setup and then click Default Maintenance. Be sure to click Save when you are finished setting default account codes.

Note: When setting up default account codes, it is not retro-active and will only apply to transactions from that date forward.



Default Accounting Code Maintenance for Accounts

CATHERINE R ROLAND • XXXX-XXXX-2261-7413 (ACTIVE) • Administration • 303 W UNI

Scheme Name: GL Accounts {Effective}

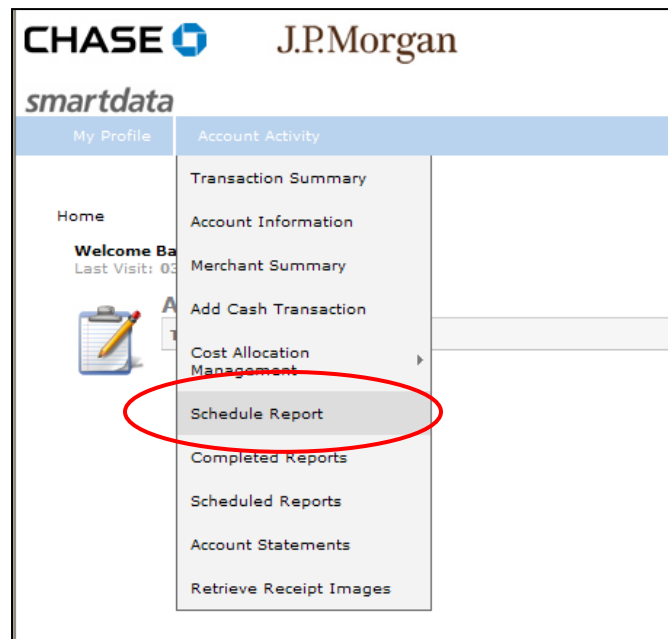
DEFAULT ACCOUNTING CODES		
Field:	Assigned Default Value:	Change Default Value To:
Fund	900	900 <input type="button" value="v"/>
Department	1	1 <input type="button" value="v"/>
Program	0140 - Agency Administration	0140 - Agency Admini <input type="button" value="v"/>
Minor Code		<input type="button" value="v"/>

Running Expense Reports

This report replaces the P-Card Reporting Form Excel file.

Run this report after the cycle has ended, after all transactions have been allocated.

Note: if you schedule this report prior to the end of the reporting cycle, your report will be Pending in the Scheduled Reports menu until the end of cycle date passes and will not appear in the Completed Reports menu until the full date range can be satisfied.



From the home screen, from the **Account Activity** menu, select **Schedule Report**

Appendix C

Purchase Card Procedures

CHASE J.P.Morgan smartdata

Home Help My Profile Contact Us Logout

My Profile Account Activity

Home

Progress - Step 1

Select Report
No report selected

Completed Reports
3 Reports Complete

Expense Report [Description empty]

Expense Report [Description empty]

Expense Report [Description empty]

Scheduled Reports
0 Reports Scheduled

No scheduled reports

Schedule Report: Choose Report

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

Group By Name Show All

Expense Report
Travel Reports
System (Adobe PDF)

Show Reports Inbox

Click on the **Expense Report**. This should be the only report available to you.

Schedule Report: Select Cost Allocation Scheme

Select the cost allocation scheme that you wish to report against.

Schemes Defined for Entity CATHERINE R ROLAND

GL Accounts (ACTIVE)
Fund, Department, Program, Minor Code

None
Include all transactions. Accounting code fields are not available.

Next Cancel

Show Reports Inbox


Appendix C

Purchase Card Procedures

GL Accounts radio button should be selected.

Click **Next**.

☒ Show Reports Inbox

 **Schedule Report: Filters**

Select the field, type, and value Click the Add button to add the filter.

Field **Type** **Add**

Field	Type	Value
To add a filter, enter the filter criteria above and click the Add button.		

Select All | Deselect All

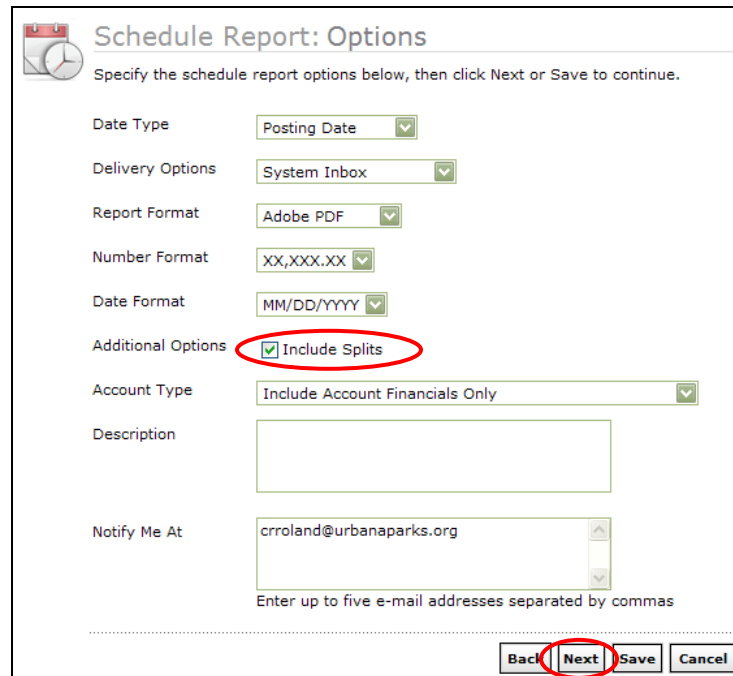
Delete

Back Next Cancel

No Filters are necessary for this report. Click **Next**.

Appendix C

Purchase Card Procedures



Schedule Report: Options
Specify the schedule report options below, then click Next or Save to continue.

Date Type: Posting Date

Delivery Options: System Inbox

Report Format: Adobe PDF

Number Format: XX,XXX.XX

Date Format: MM/DD/YYYY

Additional Options: ☒ Include Splits

Account Type: Include Account Financials Only

Description:

Notify Me At: crroland@urbanaparks.org


Enter up to five e-mail addresses separated by commas

Back Next Save Cancel

In the report Options screen, click the check box to Include Splits. Click **Next**.

Appendix C

Purchase Card Procedures

 **Schedule Report: Frequency**

Choose the frequency and date range to use to schedule this report, then click Save to continue.

☐ **Run Once**

From Date To Date Schedule Offset (in days)

☐ **Daily**

Start Date Days to Run Schedule Offset (in days)

☐ **Weekly**

From Day To Day Weeks to Run Schedule Offset (in days)

☐ **Monthly**

From Day To Day Months to Run Schedule Offset (in days)

☒ **Reporting Cycle**

Date Type: Posting Date

Reporting Cycle

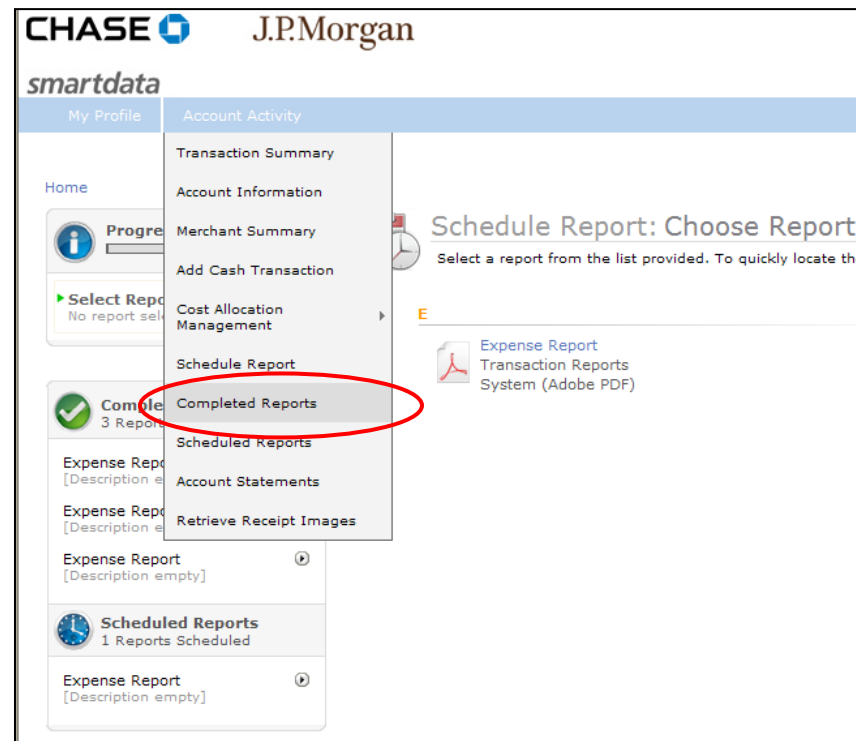
Number of Cycles to Run Schedule Offset (in days)

Select the **Reporting Cycle** radio button and use the **drop down menu** to select the current reporting cycle. Click **Save**.

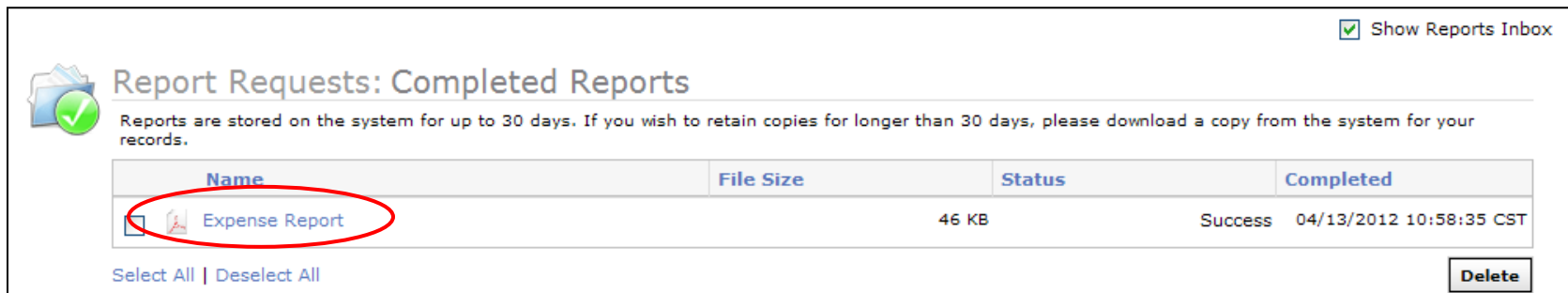
Appendix C

Purchase Card Procedures

It may take several minutes to process before your report is available to download.



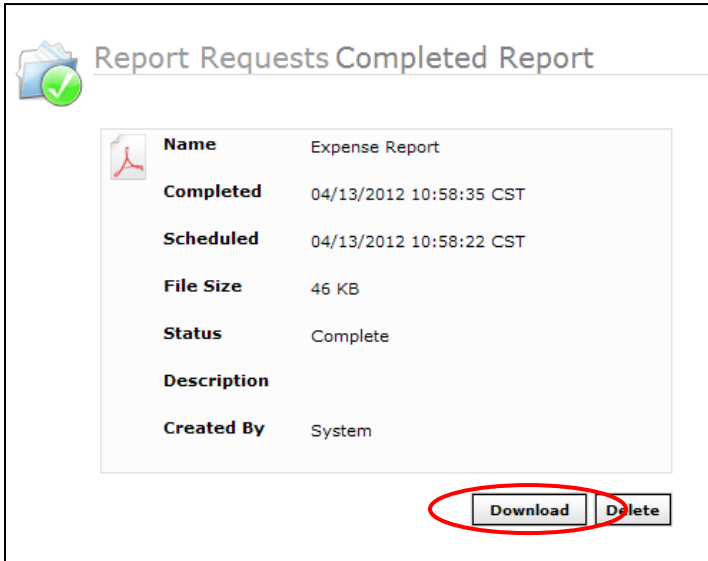
To access your report, from the **Account Activity** menu, select **Completed Reports** menu.
If your report is not showing up, you can also check the status of the report in the **Scheduled Reports** menu.



In the Completed Reports menu, click on the name link for **Expense Report**.

Appendix C

Purchase Card Procedures



The screenshot shows a web interface titled "Report Requests Completed Report". On the left, there is a folder icon with a green checkmark. The main content area displays details for an "Expense Report". The details include a PDF icon, the name "Expense Report", completion and scheduled times, file size, status, description, and creator. At the bottom right, there are "Download" and "Delete" buttons, with the "Download" button circled in red.

Name	Expense Report
Completed	04/13/2012 10:58:35 CST
Scheduled	04/13/2012 10:58:22 CST
File Size	46 KB
Status	Complete
Description	
Created By	System

[Download](#) [Delete](#)

Click **Download** to view your report.

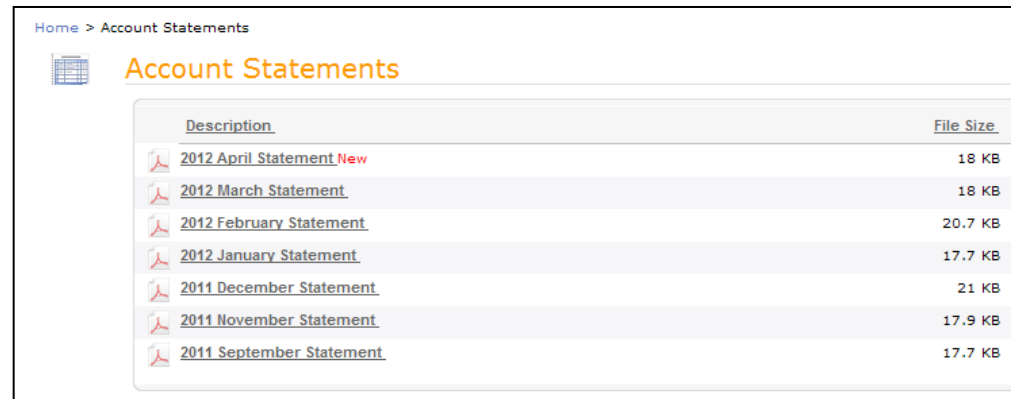
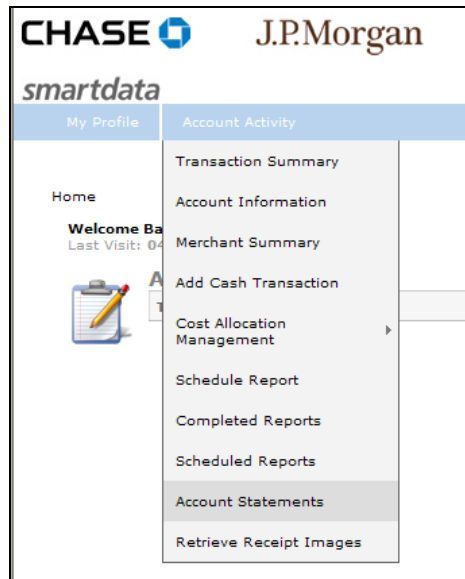
Please use this report instead of the P-Card Reporting Form Excel file.

- Print report
- Attach all original, itemized receipts
- Sign report
- Supervisor sign report
- Submit report and receipts to Business Office

Viewing Account Statements

Appendix C

Purchase Card Procedures



From the **Account Activity Menu** select **Account Statements**. The Accounts Statements screen has PDF statements available for download. Click on the statement you wish to see.

Questions?

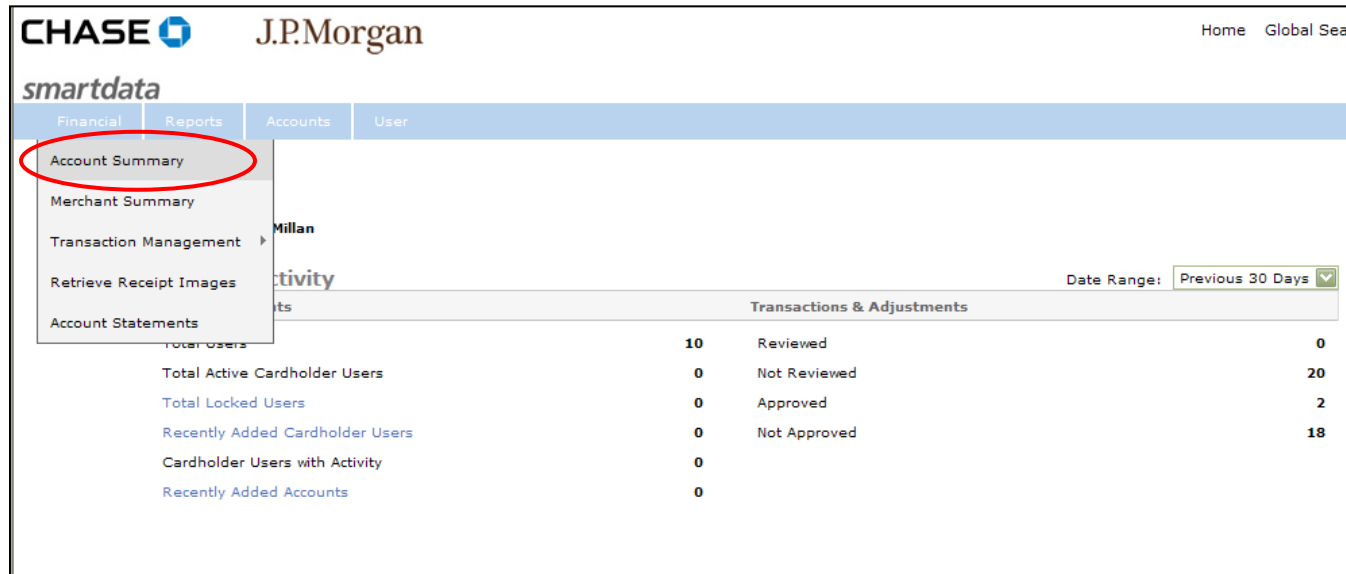
Contact Caty or Karen at the Business Office at 217-367-1536.

Need to know your available balance? Contact your supervisor or call the number on the back of your card. 1-800-316-6056

P-Card Supervisors Procedures and Screen Shots

Allocating Transactions

Login to SmartData website: <http://smartdata.jpmorgan.com>



From the Home screen, from the **Financial Menu**, select **Account Summary**.

Appendix C Purchase Card Procedures

CHASE J.P.Morgan smartdata

Home > Search Reporting Structure

Search Reporting Structure

SEARCH CRITERIA

Search By: [dropdown] [Search]

QUICK LINK

Select **Administration** (Your assigned reporting level)

Recently Viewed: None [dropdown] [Select a Quick Link]

From the Quick Link box, select the **blue link** of **your signed reporting level**. This will differ for each supervisor. For this example, the supervisor is overseeing the Administration department.

CHASE J.P.Morgan smartdata

Home > Search Reporting Structure > Account Summary

Account Summary

Administration • 303 W UNIVERSITY AVE • URBANA, IL • 61801-1746

SEARCH CRITERIA Advanced Search >

☒ Reporting Cycle: May 2012 [dropdown] 04/05/2012 to 05/04/2012

☐ Date Type: From: 04/05/2012 [calendar]

Posting Date [dropdown] To: 05/04/2012 [calendar]

Data available starting: 04/16/2009

[Search]

Select the **Reporting Cycle** radio button and drop down and **select the current reporting cycle**. Click **Search**.

Appendix C
Purchase Card Procedures

CHASE

J.P.Morgan

smartdata

Financial

Reports

Accounts

User

Home > Search Reporting Structure > Account Summary

Account Summary

Administration • 303 W UNIVERSITY AVE • URBANA, IL • 61801-1746

SEARCH CRITERIA

Advanced Search >

☒ Reporting Cycle:

May 2012

04/05/2012 to 05/04/2012

☐ Date Type:

From: 04/05/2012

☐ Posting Date

To: 05/04/2012

Data available starting: 04/16/2009

Search

1 - 3

SEARCH RESULTS

Search Total: 928.56

SEARCH RESULTS

Search Total: 928.56

1 - 3

Appendix C

Purchase Card Procedures

Any cardholder who has activity within the selected reporting cycle will appear below the search box. Click the **blue hyperlink** of each **cardholder's account number** to review and/or allocate each employee's transactions.

To assign account codes to the transaction, click the double arrow **Allocate Transaction icon**.



Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
			04/10/2012	04/09/2012	OFFICE DEPOT #0305 CHAMPAIGNE, IL -61820	112.14		
ACCOUNTING CODES INFORMATION								
Expense Description		Office Supplies						
Fund	Department	Program	Minor Code					
900	1	0140 - Agency Administration 0140 - Agency Administra	4301 - Office Supplies					
<input type="button" value="Copy to All on Page"/>								
						Search Total: 112.14		
Expand All Collapse All						<input type="button" value="Add Cash Transaction"/> <input type="button" value="Send Email"/> <input type="button" value="Save"/> <input type="button" value="Reset"/>		
						1 - 1		

Enter the **Expense Description**. Please limit expense descriptions to **15 characters**. This is the limit that the GL will accept.


Use the drop down menus to build the expense **account number**.

Click **Save**.

Please Note: Avoid checking off the Reviewed and Approved check boxes. Since staff and supervisors are required to print and sign the Expense Report, this is your way of reviewing and approving transactions. We have found that, by clicking those check boxes, it is creating other problems that can be avoided if we refrain from checking those boxes.

Appendix C


Purchase Card Procedures

If account splits for the transaction are required, select the **Split Transaction icon**. 
This will take you to a new screen, where you will divide your transaction into the necessary number of splits:

Split Transaction
CATHERINE ROLAND • XXXX-XXXX-2261-7413 (ACTIVE) • Administration • 303 W UNIVERSITY AVE • URBANA, IL 618011746

Financial Detail | Split Detail

Save Reset

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	04/10/2012	04/09/2012	OFFICE DEPOT #0305 CHAMPAIGNE, IL -61820	112.14		112.14	

Split(s): Add


Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount
This transaction does not have any splits defined.			
Totals:			

Enter **number of splits**. Click **Add**

Financial Detail | Split Detail

Save Reset

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	04/10/2012	04/09/2012	OFFICE DEPOT #0305 CHAMPAIGNE, IL -61820	112.14		112.14	

Split(s): Add

Select All | Deselect All Remove Expand All | Collapse All

Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount
<input type="checkbox"/> Binders	92.16	103.35	0.00
<input type="checkbox"/> Paper	7.84	8.79	0.00
Totals:	100.00	112.14	0.00

Appendix C

Purchase Card Procedures

Insert **Descriptions**, not to exceed 15 text characters.

Adjust **dollar amounts** across splits until percent equals 100.

Click **Save**.

Financial Detail | Split Detail

Save Reset

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	04/10/2012	04/09/2012	OFFICE DEPOT #0305 CHAMPAIGNE, IL -61820	112.14		112.14	

Split(s): 2 Add

Select All | Deselect All Remove Expand All | Collapse All Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount
<input type="checkbox"/> Binders	92.16	103.35	0.00
ACCOUNTING CODES INFORMATION			
Fund	Department	Program	Minor Code
900	1	0140 - Agency Administration	4910 - Staff Mtgs
900	1	0140 - Agency Administration	4910 - Staff Mtgs
Copy to All on Page			
<input type="checkbox"/> Paper	7.84	8.79	0.00
ACCOUNTING CODES INFORMATION			
Fund	Department	Program	Minor Code
900	1	0140 - Agency Administration	4301 - Office Supplies
900	1	0140 - Agency Administration	4301 - Office Supplies
Edit Accounting Codes			
Totals: 100.00 112.14 0.00			

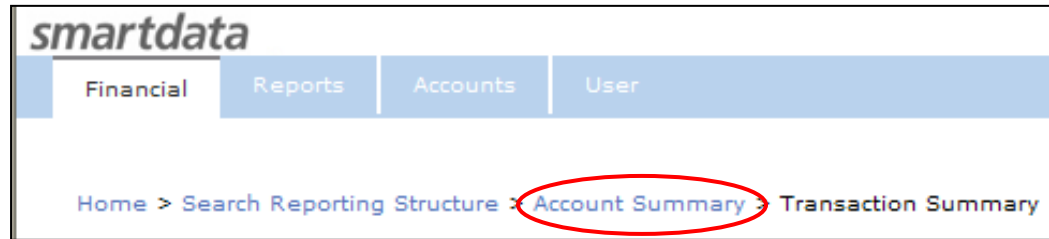
Click double arrow **Allocate Transactions icon** to expand account code information.

Click **Edit Accounting Codes** button to have access to build account numbers with the drop down menus.

Click **Save**.

Appendix C

Purchase Card Procedures



Use the “breadcrumbs” at the top of the screen to navigate back to the Account Summary screen to continue allocating transactions under another employee, or to go back to the Home Screen if you are finished.

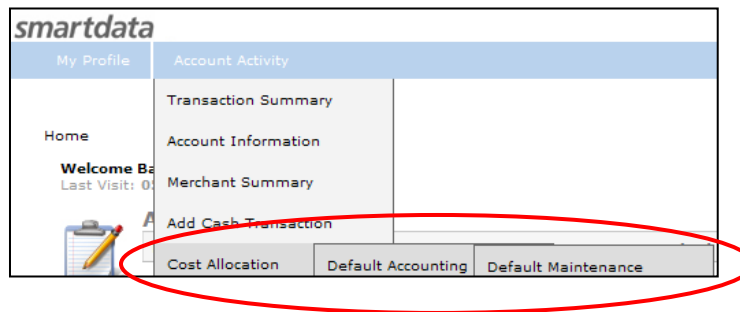
Be sure every item in your Account Summary is coded for the cycle. If the item appears on your Account Summary, but is not coded with an account/description, it will not appear when you run the Expense Report.

Note: If any credits appear on your account summary, please code them (i.e. refunds/returns). Usually credits will match the original related expense. If you need help determining the account, please ask.

Setup Default Accounting Codes

To make coding easier, you have the option to set up a default account code, to which all of your purchases will automatically be coded. For example, if you frequently code to 905-5 you can set those two sections as defaults. This will save you time in dropping down lists to select account numbers. Setting default accounts does not limit the accounts available to you - when a purchase is not the default account, simply drop down and change to the correct account while coding. To set up your own default account codes, find Cost Allocation Management in the drop down menus. Select Default Account Setup and then click Default Maintenance. Be sure to click Save when you are finished setting default account codes.

Note: When setting up default account codes, it is not retro-active and will only apply to transactions from that date forward.



Appendix C

Purchase Card Procedures

Default Accounting Code Maintenance for Accounts

CATHERINE R ROLAND • XXXX-XXXX-2261-7413 (ACTIVE) • Administration • 303 W UNI

Save Reset Remove

Scheme Name: GL Accounts {Effective}

DEFAULT ACCOUNTING CODES		
Field:	Assigned Default Value:	Change Default Value To:
Fund	900	900
Department	1	1
Program	0140 - Agency Administration	0140 - Agency Admini
Minor Code		

Save Reset Remove

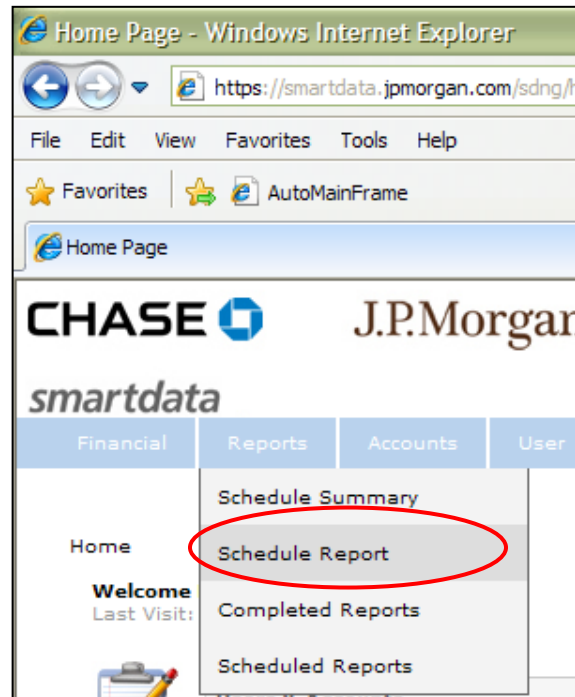
Running Expense Reports

This report replaces the P-Card Reporting Form Excel file.

Run this report after the cycle has ended, after all transactions have been allocated.

Note: if you schedule this report prior to the end of the reporting cycle, your report will be Pending in the Scheduled Reports menu until the end of cycle date passes and will not appear in the Completed Reports menu until the full date range can be satisfied.

Appendix C
Purchase Card Procedures



From the home screen, from the **Reports** menu, select **Schedule Report**

Appendix C

Purchase Card Procedures

CHASE J.P. Morgan

Home Help My Profile Contact Us Logout

smartdata

My Profile Account Activity

Home ☒ Show Reports Inbox

Progress - Step 1

Select Report
No report selected

Completed Reports
3 Reports Complete

Expense Report [Description empty]

Expense Report [Description empty]

Expense Report [Description empty]

Scheduled Reports
0 Reports Scheduled

No scheduled reports

Schedule Report: Choose Report

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

Group By Name Show All

Expense Report
Travel Reports
System (Adobe PDF)

Click on the **Expense Report**. This should be the only report available to you.

Schedule Report: Entity

Use the search form below to locate the entity you wish to report against. Or, select from the Quick Links provided.

Quick Links (1)

Administration - Org Point

Org Point Account

Account Name Search

Account Number Match Entire Account Number

Account Status

Reports To Account State/Province

Account City Account Country

Appendix C

Purchase Card Procedures

If you are running the expense report for your entire staff, select the **Quick Link** of **your signed reporting level**. This will differ for each supervisor. For this example, the supervisor is overseeing the Administration department. If you only need to run the report for a single staff person (i.e. for your own card usage), click the **Search** button for a list of staff, and select the staff member you are running the report on.

✓ Show Reports Inbox

Schedule Report: Select Cost Allocation Scheme

Select the cost allocation scheme that you wish to report against.

Schemes Defined for Entity **CATHERINE R ROLAND**

☒ **GL Accounts (ACTIVE)**
Fund, Department, Program, Minor Code

☐ **None**
Include all transactions. Accounting code fields are not available.

Next **Cancel**

GL Accounts radio button should be selected.
Click **Next**.

✓ Show Reports Inbox

Schedule Report: Filters

Select the field, type, and value. Click the Add button to add the filter.

Field **Type** **Add**

Field	Type	Value
To add a filter, enter the filter criteria above and click the Add button.		

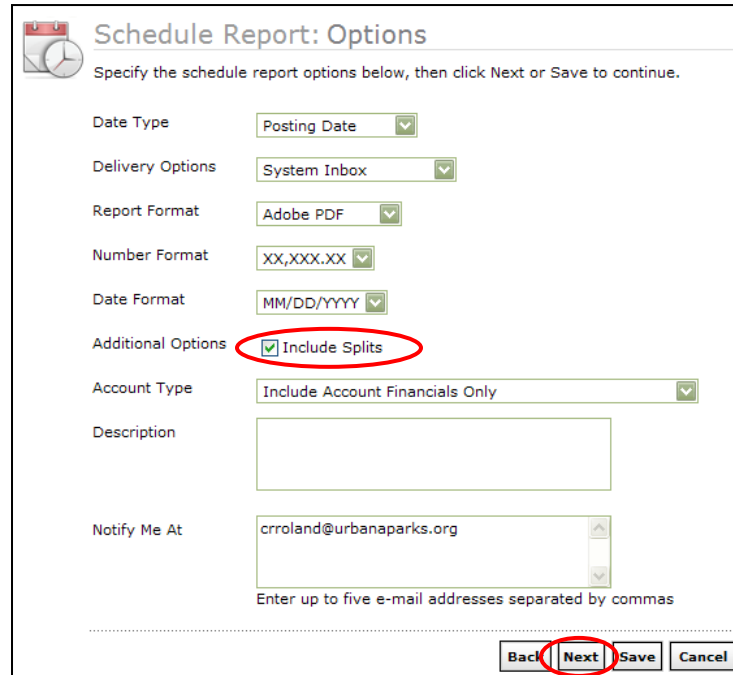
Select All | Deselect All

Back **Next** **Cancel**

Appendix C

Purchase Card Procedures

No Filters are necessary for this report. Click **Next**.



Schedule Report: Options
Specify the schedule report options below, then click Next or Save to continue.

Date Type: Posting Date ▼

Delivery Options: System Inbox ▼

Report Format: Adobe PDF ▼

Number Format: XX,XXX.XX ▼

Date Format: MM/DD/YYYY ▼

Additional Options: ☒ Include Splits

Account Type: Include Account Financials Only ▼

Description:


Notify Me At: crroland@urbanaparks.org ▼
Enter up to five e-mail addresses separated by commas

Back Next Save Cancel

In the report Options screen, click the check box to Include Splits. Click **Next**.

Appendix C

Purchase Card Procedures

 **Schedule Report: Frequency**

Choose the frequency and date range to use to schedule this report, then click Save to continue.

☐ **Run Once**
From Date To Date Schedule Offset (in days)

☐ **Daily**
Start Date Days to Run Schedule Offset (in days)

☐ **Weekly**
From Day Weeks to Run
To Day Schedule Offset (in days)

☐ **Monthly**
From Day Months to Run
To Day Schedule Offset (in days)

☒ **Reporting Cycle**
Date Type: Posting Date
Reporting Cycle
Number of Cycles to Run Schedule Offset (in days)

Select the **Reporting Cycle** radio button and use the **drop down menu** to select the current reporting cycle. Click **Save**.

Appendix C

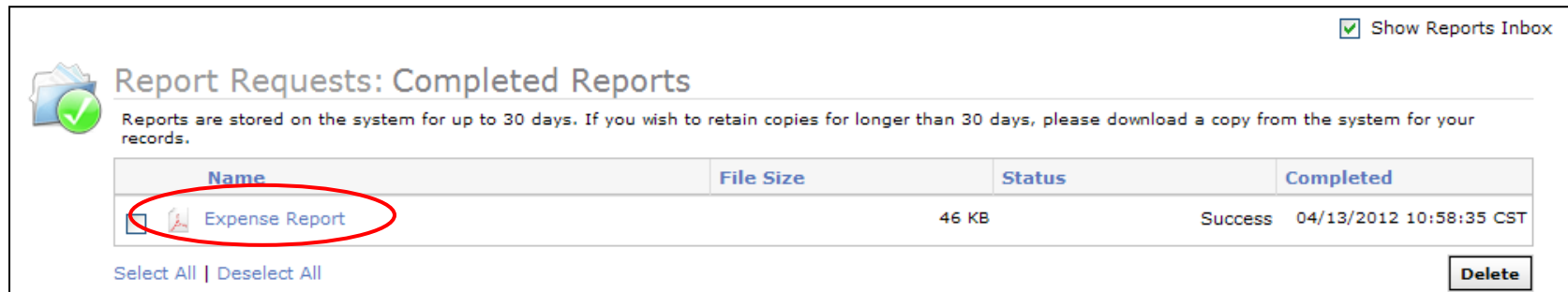
Purchase Card Procedures

It may take several minutes to process before your report is available to download.



To access your report, from the **Reports** menu, select **Completed Reports** menu.

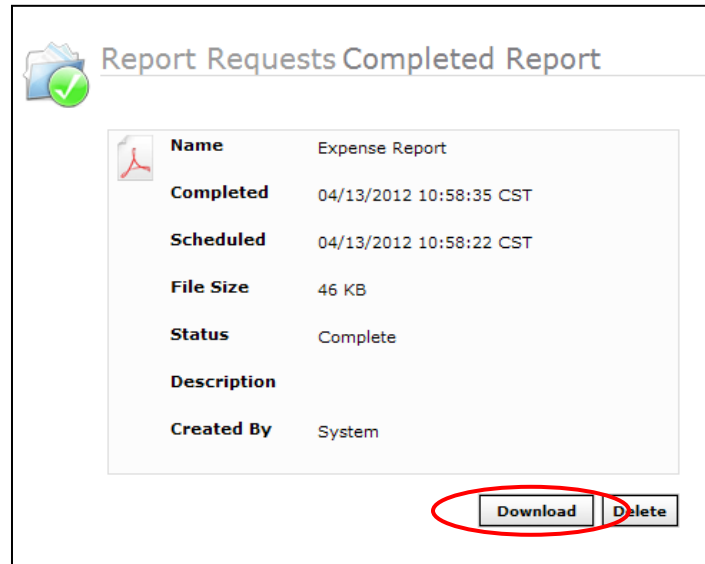
If your report is not showing up, you can also check the status of the report in the **Scheduled Reports** menu.



In the Completed Reports menu, click on the name link for **Expense Report**.

Appendix C

Purchase Card Procedures



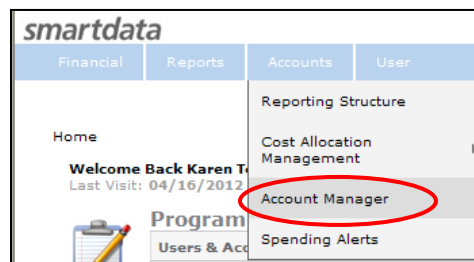
Click **Download** to view your report.

Please use this report instead of the P-Card Reporting Form Excel file.

- Print report
- Attach all original, itemized receipts
- Sign report
- Supervisor sign report
- Submit report and receipts to Business Office

Viewing Employee Credit Limits

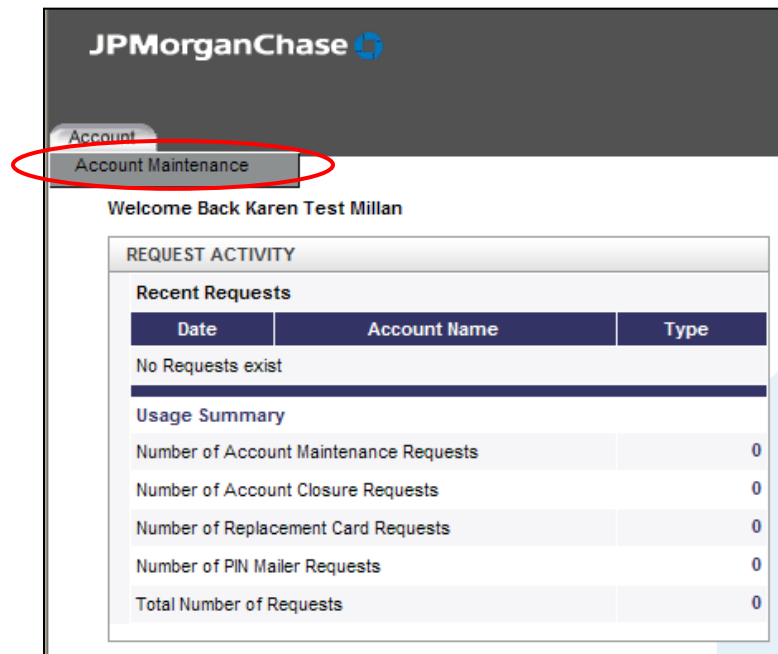
Supervisors have access to real-time information on their employee's current credit limits.



Appendix C

Purchase Card Procedures

To view this information, from the Accounts menu, select Account Manager.

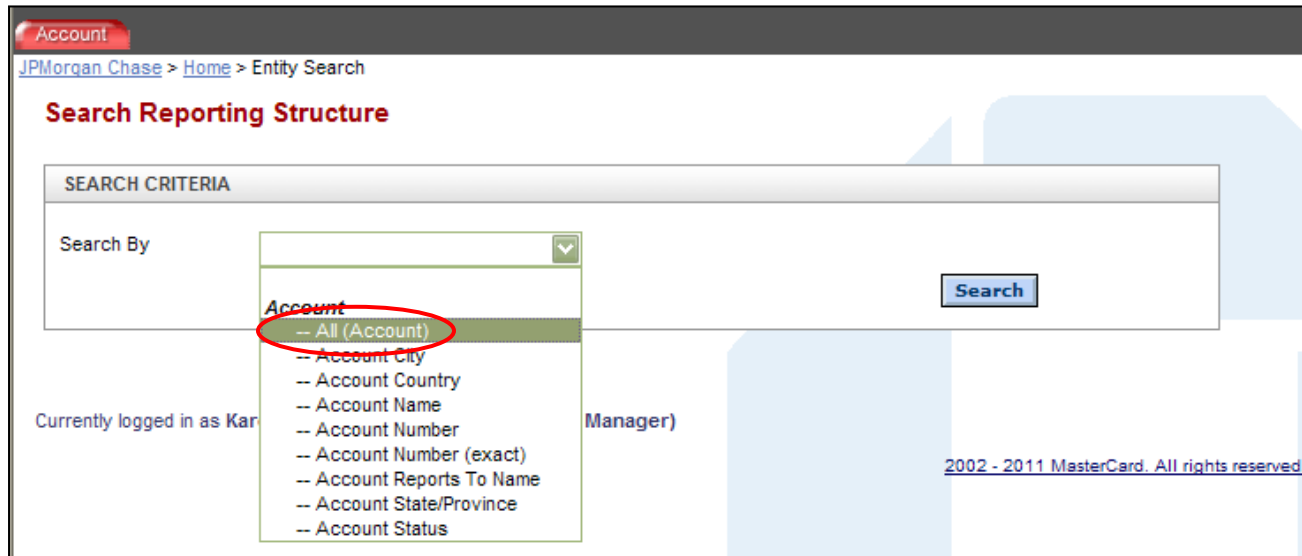


The screenshot shows the JPMorganChase website interface. At the top, the JPMorganChase logo is visible. Below the logo, there is a navigation bar with two tabs: "Account" and "Account Maintenance". The "Account Maintenance" tab is highlighted with a red oval. Below the navigation bar, a welcome message reads "Welcome Back Karen Test Millan". The main content area is titled "REQUEST ACTIVITY" and contains a section for "Recent Requests". This section includes a table with columns "Date", "Account Name", and "Type". Below the table, it states "No Requests exist". Further down, there is a "Usage Summary" section with a table showing the number of requests for various categories: "Number of Account Maintenance Requests", "Number of Account Closure Requests", "Number of Replacement Card Requests", "Number of PIN Mailer Requests", and "Total Number of Requests". All these counts are currently at 0.

Date	Account Name	Type
No Requests exist		

Usage Summary	
Number of Account Maintenance Requests	0
Number of Account Closure Requests	0
Number of Replacement Card Requests	0
Number of PIN Mailer Requests	0
Total Number of Requests	0

From the **Account** menu, select **Account Maintenance**.



The screenshot shows the JPMorgan Chase website interface for the "Entity Search" page. At the top, the "Account" tab is highlighted with a red oval. Below the navigation bar, the page title is "Search Reporting Structure". The main content area is titled "SEARCH CRITERIA" and contains a "Search By" dropdown menu. The dropdown menu is open, showing a list of search criteria. The "All (Account)" option is highlighted with a red oval. To the right of the dropdown menu is a "Search" button. Below the search criteria section, there is a footer area with the text "Currently logged in as Kar" and "Manager)". At the bottom right, there is a copyright notice: "2002 - 2011 MasterCard. All rights reserved."

Search By

- Account
- All (Account)
- Account City
- Account Country
- Account Name
- Account Number
- Account Number (exact)
- Account Reports To Name
- Account State/Province
- Account Status

Search

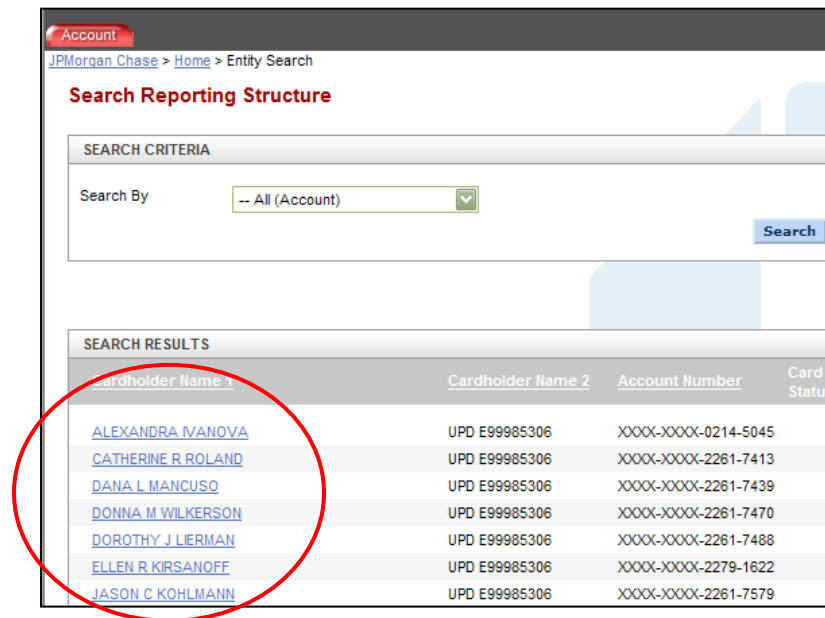
Currently logged in as Kar Manager)

2002 - 2011 MasterCard. All rights reserved.

Appendix C

Purchase Card Procedures

To search for a cardholder, from the drop down menu select **All (Account)**. Click **Search**.



Account

JPMorgan Chase > Home > Entity Search

Search Reporting Structure

SEARCH CRITERIA

Search By: -- All (Account) [v]

Search

SEARCH RESULTS

Cardholder Name 1	Cardholder Name 2	Account Number	Card A Status
ALEXANDRA IVANOVA	UPD E99985306	XXXX-XXXX-0214-5045	
CATHERINE R ROLAND	UPD E99985306	XXXX-XXXX-2261-7413	
DANA L MANCUSO	UPD E99985306	XXXX-XXXX-2261-7439	
DONNA M WILKERSON	UPD E99985306	XXXX-XXXX-2261-7470	
DOROTHY J LIERMAN	UPD E99985306	XXXX-XXXX-2261-7488	
ELLEN R KIRSANOFF	UPD E99985306	XXXX-XXXX-2279-1622	
JASON C KOHLMANN	UPD E99985306	XXXX-XXXX-2261-7579	

A list of the cardholders you oversee will appear below the search box. Select the **link of the cardholder name**.

CREDIT LIMITS	
Current Balance	112.14
Available Limit	387.86
Previous Balance	276.74
Disputed Amount	0.00
Current Amount Due	0.00
Days Past Due	0
Credit Limit	500
Temporary Credit Limit	
Start Date	
End Date	

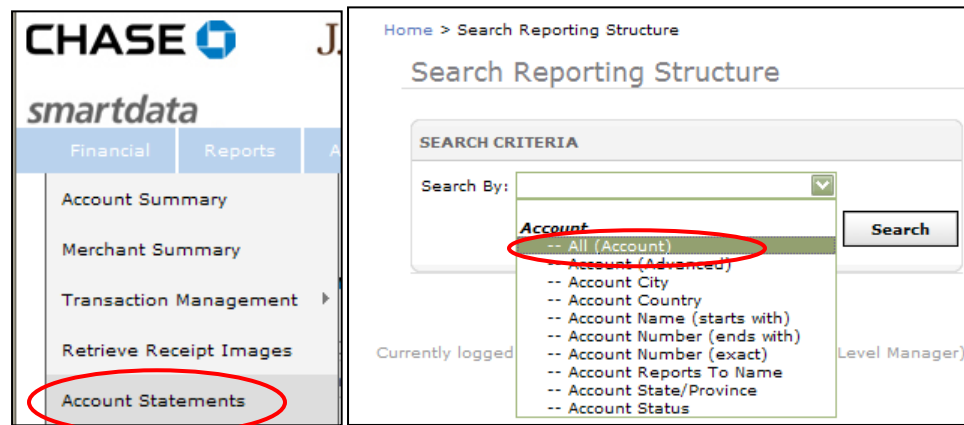
AUTHORIZATIONS	
Single Transaction Limit	0.00
Cycle Number of Transactions	0
Cycle Dollar Amount	0.00
Daily Number of Transactions	0
Daily Dollar Amount	0.00
Monthly Number of Transactions	0
Monthly Dollar Amount	0.00

Appendix C

Purchase Card Procedures

View cardholder credit limits and current available balance. In the Authorizations box, zero means no limit is set, and the account defers to the overall credit limit.

Viewing Account Statements



From the **Financial** menu select **Account Statements**. From the drop down menu, select **All (Account)**. Click **Search**. Select the **link of the cardholder name** for whom you would like to view PDF statements.

The screenshot shows the 'Account Statements' page. It features a table with two columns: 'Description' and 'File Size'. The table lists several statements, including '2012 April Statement' (18 KB), '2012 March Statement' (18 KB), '2012 February Statement' (20.7 KB), '2012 January Statement' (17.7 KB), '2011 December Statement' (21 KB), '2011 November Statement' (17.9 KB), and '2011 September Statement' (17.7 KB). The '2012 April Statement' is marked as 'New'.

Description	File Size
2012 April Statement New	18 KB
2012 March Statement	18 KB
2012 February Statement	20.7 KB
2012 January Statement	17.7 KB
2011 December Statement	21 KB
2011 November Statement	17.9 KB
2011 September Statement	17.7 KB

The Accounts Statements screen has PDF statements available for download. Click on the **statement** you wish to see.

Appendix C
Purchase Card Procedures
Questions?

Contact Caty or Karen at the Business Office at 217-367-1536.

Need to know your available balance? Contact your supervisor or call the number on the back of your card. 1-800-316-6056

Appendix C
Purchase Card Procedures
**Lost Receipt Verification &
Authorization Form**



Urbana Park District
303 W University Ave
Urbana, IL 61801
Phone: 217-367-1536
www.urbanaparks.org

Date of Transaction: _____

Vendor Name: _____

Vendor Street Address: _____

Vendor City, State, Zip: _____

Vendor Phone #: _____

Items Purchased & Reason for Purchases: _____

Total Charged: \$ _____

I, (print your name) _____, testify that the above purchase was made by me for the sole use of the Urbana Park District's business. I also verify that no sales tax was paid with this purchase. I acknowledge that by losing this receipt I have not followed guidelines established for this program which I read and signed when I received my purchase card.

Supervisors will be asked to consider your use of the P-Card upon a 3rd occurrence of a lost receipt.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Return to Business Office

1st Occurrence Date: _____

2nd Occurrence Date: _____

3rd Occurrence Date: _____

Supervisor Notified Date: _____

Action Taken _____

Administrative Procedure Manual

4/17/12 crr

Director Approved, 9/27/13

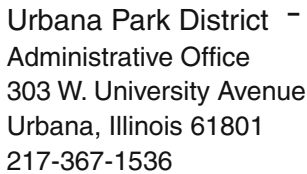
Appendix C

Purchase Card Procedures

Business Office Purchase Card Procedures

1. Compare staff expense reports to statement totals. Contact staff or vendor with discrepancies
2. Audit receipts (sales tax, alcohol, inappropriate purchases)
3. Review expense reports for staff, supervisor, executive director signatures, account codes, descriptions
4. Assign vendor numbers
5. Post P-Card purchases in AS400 Accounts Payable, Batch of P-Card Expenses auto posting
6. Proof Batch, make corrections as needed
7. Final Batch
8. Print reports
9. Post auto posting in AS400 in Menu Money, Post to General Ledger
10. Print Audit Trail
11. Complete P-Card Posting Template
12. Post Template in AS400 in Menu Money, Post to General Ledger, Stamp "Posted"
13. Print Audit Trail
14. Assemble posting
15. Give posting to Accounting Assistant for cash transfer from Operating to Vendor Fund.
16. Give entire packet to Executive Director for signatures
17. Give entire signed packet to Business Manager for review
18. File completed packet

PROOF



No 68701

DATE _____

Billing must be received by the last Friday of the month for payment on the third Tuesday of the following month. The Urbana Park District does not pay sales tax, excise tax, service charges, finance charges or interest. All deliveries are F.O.B. Urbana

[illegible]

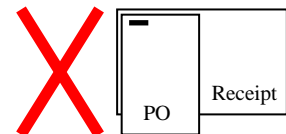
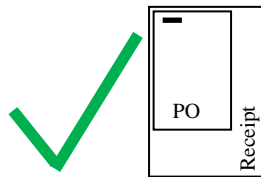
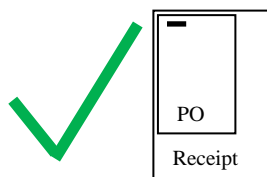
APPROVED BY _____

PURCHASE ORDER INSTRUCTION SHEET

The purpose of a Purchase Order (PO) is to inform the Administration Office how a particular purchase is to be coded into the General Ledger, so that the vendor can be paid. Missing information of any kind can slow or halt this process.

The following key pieces of information are necessary on all Purchase Orders:

- **Date**
 - Write the date of the purchase, as listed on the receipt. Not the date you wrote the PO, which is sometimes days or weeks later.
- **Vendor Name**
 - Rather than using the common name (or the name you are used to), use the name as listed on the receipt.
- **Account Code**
 - PO must indicate from what account(s) the purchase was made. (905-2-xxxx-xxxx)
 - Full, valid account numbers please.
- **Amount**
 - PO must indicate amount to charge per account. (\$\$\$)
 - Any divided amounts should equal total on accompanying receipts.
 - Be sure to write the amount for each account, rather than leaving it blank, thereby asking Administration to calculate it.
 - Please note – UPD does not pay or reimburse for sales tax.
- **Description**
 - Simple is better, 18 characters maximum (i.e. “Supplies”, “Tools”, “Parts”)
- **Staff Approval Signature**
- **Itemized Receipts**
 - POs and receipts submitted to Administration Office within 24 hours of purchase.
 - If receipt does not exceed the size of an 8 ½” x 11” sheet of paper in any direction, please do not fold
 - Place yellow copy of PO on top of receipts.
 - Staple Purchase Order and receipts in a vertical (portrait) formation, even if receipt is printed horizontally (landscape). This makes for easier filing.



Appendix D

Purchase Order Procedures

Common Errors and Problems:

- Missing or invalid account number listed
- Quantities listed, but no \$ amounts
- Date on receipt varies from date on Purchase Order
- PO not submitted promptly or arrives after invoices are received
- Vendor name inaccurate

White = Vendor Copy
(if required)

Yellow = Business Office Copy
(along with receipts)

Pink = remains in PO Book
for your records.

Appendix D

Purchase Order Procedures

Business Office Vendor Check Accounting Procedures

Bill Paying Checklist:

- Sort bills, add vendors #s, send emails
 - Enter batch into AS400, proof, and final
 - Print final reports and checks
 - Enter computer / physical check #s into AS400
 - Ask Donna to stamp checks
 - Attach cover sheets, remove stubs/attachments
 - Stamp invoices with Paid stamp
 - Pull 1000's, flag for Vicki's signature
 - Stuff and stamp envelopes with checks and stubs/W9 Form
 - Create interim spreadsheet and post to GL in the AS400
 - Transfer money in Chase to cover bills
 - File coversheets
-
- To be completed each Thursday
 - 1. Locate and record vendor number on batch of bills/POs
 - 2. Login to AS400
 - 3. MENU VENDOR
 - a. Last two digits of the fiscal year
 - 4. 1. Enter/Update Vendors
 - 5. Search for vendors by vendor number or partial name
 - 6. Write vendor numbers on all bills and POs for easy processing later
 - 7. Alphabetize bills and POs as you go through the stack
 - a. All bills/POs need the following in order to be paid:
 - i. Vendor #
 - ii. Account number(s) for coding into the GL
 - iii. GL description
 - iv. Amount \$ per account #
 - v. Invoice number (if available)
 - vi. Supporting receipts/documentation
-
- 8. MENU AP**
9. #7. Batch Entry of Interim Checks
10. Enter Bank (63) is Chase Vendor Account and Date for postings (always a Thurs).

Appendix D

Purchase Order Procedures

11. Follow the same three steps for each bill/POs
 - a. Enter vendor number and amount
 - i. This is what is written on the check
 - b. Enter Description (Invoice #) and amount
 - i. This is what will be written on the check stub
 - c. Enter information from accompanying POs
 - i. Account numbers and amounts
 - ii. This is the information that is posted the GL
12. Proof the batch
 - a. When all POs and bills have been input, F5 to exit
 - b. When prompted to complete batch – answer No
 - c. Back at the main MENU AP screen, type WRKOUTQ PARKQ
 - d. Place a 2 (For Change) next to the Interim Batch – ACP 325
 - e. At the command line type “OUTQ(S2)”, which will send the proof batch to print.
 - f. Proof batch printout to check for any errors
 - i. Proof as many times as you need to.
13. Correcting Errors
14. If you find an error, enter into MENU AP, #7. Batch Entry of Interim Checks
 - a. F1 = to correct errors in invoice details (check stub)
 - b. F2 = to correct posting details
 - c. F4 = to cancel/delete item
 - d. Hit Enter when finished correcting, then hit Home.
- 15. Complete batch and Print Checks**
16. MENU AP, #7. Batch Entry of Interim Checks
 - a. F5 to end batch – this time say YES for final run
 - b. WRKOUTQ PARKQ
 - c. Move all ACP325 files (3 files) to S2
 - d. Print Reports
 - e. Take invoices off hold (#6 to release) and print to S2 (cover sheets for bills)
17. WRKOUTQ S2 (to view items on hold on the S2 printer)
 - a. Checks are on hold for the laser printer.
 - b. Load Checks face down with check towards you. Remove checks from hold (#6 to release) on AS400.
18. MENU AP
 - a. 6. Enter Physical Check #
 - i. Select Bank Code 63 (Chase Vendor Account)

Appendix D

Purchase Order Procedures

- ii. Tab down to computer check number
 - iii. Enter both the first and last computer check number
 - iv. Tab down, enter first and last physical check number
 - v. Press Enter to verify, press Enter to confirm.
19. Give checks to Donna to stamp. Also give her the two signature stamps. They are kept in the top file of the black cabinet.

20. Mailing interim checks

21. cover sheets printed on the laser
- a. Staple to the front of each bill. Do not fold.
 - b. Detach any mail-in attachments as you go.
 - c. Stamp all original invoices with the Paid stamp.
 - d. Give invoices over \$1,000 to Vicki to sign, mark with signature flags.
 - e. File in alphabetical order into the accounts payable file cabinet
22. Mail checks
- a. Put checks in window envelopes with any stubs/attachments.
 - b. If using a vendor provided envelope, be sure to put UPD return label or stamp on the envelope.
 - c. Run envelopes through the postage machine, put rubber band around stack and put in mail basket.

SECTION 2: Post to GL

For Interims:

- 1. Open the Interim Template Excel workbook, Interim worksheet.
- 2. Update the date at top of page, all other dates will update automatically.
- 3. Enter the total for each fund (i.e. 900, 940, 968...)
- 4. In the AS400, go into MENU MONEY
- 5. #3. Post to General Ledger, enter fiscal year.
- 6. Enter in posting date (today's date) for both the Starting and Ending date.
- 7. **X** next to the one you see
- 8. Enter no new information, simply press F1 To Continue Journal
- 9. Enter no new information, simply press F1 To Post Journal Only, Press Enter
- 10. Press F7 to exit out
- 11. In MENU MONEY, 4. Print Audit Trail from Posting.
- 12. Go back into #3. Post to General Ledger. Enter Fiscal Year, Enter Starting and Ending Dates (today's date).
- 13. Journal ID = MONTH[space]GL (i.e. FEB GL)

Appendix D

Purchase Order Procedures

14. Control Total = 2x the bottom line total on the Interim Excel Spreadsheet
15. Description = Interim Checks [MM/DD/YY], press Enter to confirm
16. Press F1 to Continue Journal Entry and follow through to the end with the posting.
17. When finished with the posting, press F1 to Post Journal Only.
18. Then go to #4 Audit Trail. Print reports in ParkQ
19. Compile all reports, mark with Posted Stamp, and turn into Dottie in the middle slot.

Forms/reports related to paying bills, in the order that they print out, and what to do:

- Proof of batch – print as many times as need to ensure a clean batch, then recycle
- **ACP 325 Final Run of batch – retain as part 2 of posting**
- APC 230 Final Run Accounts Payable Posting Summary – delete
- Vendor cover sheets – attach to individual bill paperwork/POs, file in AP lateral file cabinet
- Checks – mail to vendors, or distribute in-house as requested
- **Interim Checks Template – part 1/cover sheet of posting**
- **Confirmation of Fund Transfer from Busey – print as part 3 of posting**
- GNL 140 Audit Trail - initial “automatic” Audit Trail – delete
- (optional) Proof of audit trail before posting - recycle
- **GNL 140 Audit Trail after Posting – attach as part 4 of posting**

Appendix E
Petty Cash Procedures
URBANA PARK DISTRICT
PETTY CASH PROCEDURE

Purpose

The purpose of a petty cash fund is to allow for the reimbursement of minor business expenses and to permit the purchase of low-value supplies and services in an efficient and cost effective manner. These funds are available for small expenses when it would be otherwise impractical to purchase items through the usual purchasing methods. An established custodian is responsible for ensuring the cash on hand and receipts equal the authorized amount of the fund at all times. Petty cash funds must be kept separate from cash drawers, personal funds, and any other collected revenue.

These procedures promote the use of petty cash for appropriate business transactions, while assuring the observance of internal controls over petty cash funds in order to minimize the District's risk of financial loss.

These procedures provide guidance for the authorization, establishment, and maintenance of petty cash funds, including appropriate uses and security standards. Each individual, program, and department which uses petty cash should review and understand the petty cash procedures.

Designation of Petty Cash Custodian

A petty cash custodian is defined as a designated full-time staff member who is directly responsible for the safekeeping and (at least monthly) reconciliation of a petty cash fund, as well as adherence to District procedures for all reimbursements and payments made from the fund.

A petty cash custodian is appointed by the department head. The original check written to establish the fund, and all subsequent checks written to replenish it, are made payable to the custodian of the fund.

Written instructions, including these procedures, must be followed in using petty cash funds and should be provided to the custodian.

Security of Petty Cash Funds

It is the custodian's responsibility to provide adequate precautions for the safekeeping of the funds under his/her control. Cash and receipts for expenditures must be kept in a locked container such as a safe, fire-proof file cabinet, or other suitable device to which unauthorized access is difficult.

Funds should never be left unattended or unsecured. In the event of a theft, the loss must be reported to the police. Any funds missing from petty cash will be charged to the department and the custodian may be subject to disciplinary action for any violations of these procedures contributing to the loss of funds.

Establishing Petty Cash

A petty cash fund may be established in a department to improve the efficiency of departmental operations. These funds are available to purchase minor items when it would be otherwise impractical to purchase items through the usual purchasing methods (i.e. parking meters, postage due, emergency office supplies, etc).

Appendix E

Petty Cash Procedures

Any department wishing to establish a petty cash fund must demonstrate a true business need. The department head submits the following items to the Executive Director for approval:

1. The attached form justifying the need for a petty cash fund and designating the fund custodian. The form includes:
 - The reason for the fund
 - The dollar amount of the fund
 - The name, title, and employee number of the individual who will act as petty cash custodian
 - A description of how and where the funds will be secured
 - Signature of the petty cash custodian, in acceptance of the responsibility of the fund
 - Approval signature by the department head
2. A voucher request to issue a check to the fund custodian. Follow these guidelines to fill out the voucher request form:
 - Payable to the designated fund custodian in the amount requested
 - Description should state "to establish a petty cash fund for [department/program]"
 - Signed by the department head

After approval from the Executive Director, both items are given to Accounts Payable for processing. The petty cash custodian will receive a check payable to him/herself and a copy of the current petty cash procedures. Petty cash checks may be cashed at Chase Bank. Department heads will be asked by the Business Office to complete this form on an annual basis to verify the continued need of petty cash for each program/department petty cash fund.

Procedures for Petty Cash Purchases

Petty cash funds may only be established and used for the following authorized purposes:

- *Necessary and reasonable* small business transactions, not to exceed the available amount of the fund.
- *Emergency* purchases of office supplies.
- *Necessary and reasonable* food (such as sandwiches and beverages) brought into the office for business meetings.
- Local transportation, parking, and tolls (all airfare, train tickets, and car rentals are to be submitted through travel/training expense records)

The District does not pay Illinois sales tax. Therefore, to save time and confusion, it is wise to obtain the UPD sales tax exemption letter from the petty cash custodian before making a purchase.

Petty cash funds may not be used for the following:

- Expenses in excess of the petty cash funds available.
- Payment of sales tax on any purchases within Illinois since UPD is a tax exempt organization and does not reimburse Illinois sales tax.
- Cashing of personal checks or providing personal loans.
- When other established purchasing procedures already apply:
 - When the employee's Chase Purchase Card (P-Card) can be accepted for payment.
 - Travel per diems. A Request for Travel Per Diem form should be completed to issue these funds

Appendix E

Petty Cash Procedures

- Reimbursements to a single staff person totaling greater than \$20, including the emergency purchase of supplies and minor equipment. This should be reimbursed directly to the employee on a separate voucher request.
- Purchase of items which are prohibited under petty cash procedures:
 - Alcoholic beverages and tobacco or controlled substances
 - Donations
 - Illinois sales tax
 - Personal items
 - Any items that are intended to be used or consumed for other than UPD business use.

Disbursements from petty cash funds must be properly documented and for a valid District purpose.

Obtain, when necessary, a petty cash advance from the fund custodian. The advance is provided to the employee only to purchase legitimate petty cash items. Each time an advance is given, the custodian must maintain the following information on a Petty Cash Received Form:

- Amount of the advance
- Date
- Purpose/Description
- Recipient
- Recipient's signature
- The employee is responsible for returning any unused cash and receipts within one business day of the transaction.

Make the purchase, paying for the item with personal monies or with the petty cash advance and obtain an itemized receipt or cash register sales slip. Receive reimbursement for the purchase from the petty cash custodian when personal monies are used or return any unused portion of the petty cash advance to the petty cash custodian immediately after the purchase is made. Present the original sales receipt or cash register sales slip to the petty cash custodian. The receipt must include:

- Date of purchase
- Name of Vendor/payee
- Description of the items
- Itemized amounts paid

The total receipts plus the cash on hand must equal the specified amount of the petty cash fund at all times.

Replenishment/Reconciliation of Petty Cash

Replenishment of the petty cash fund should be done on a timely basis but will vary by department. In general, petty cash replenishment should be requested when the check amount will be greater than \$20. In addition, all funds should be replenished at the end of the fiscal year, regardless of the dollar amount, so there are no outstanding receipts as of April 30.

A Voucher Request Form for the amount to be reimbursed must be completed and sent to the Business Office along with the original receipts and Petty Cash Received forms. It is the responsibility of the custodian to ensure that each Petty Cash Received form is complete, accurate, and accompanied by original receipts.

The Voucher Request Form should include the following:

Appendix E

Petty Cash Procedures

- Payable To: Custodian Name, [department/program] Petty Cash
- Account code, description, and dollar amount for each purchase. Totals may be grouped by account if the account/description is the same for multiple purchases.
- Requested by: Signature of fund custodian
- Approval signature of the department head

Regardless of whether reimbursement is requested, reconciliation of petty cash funds should be performed by the custodian at least monthly. Complete the Petty Cash Reconciliation Form to insure the receipts plus cash on hand is equal to the amount of the authorized petty cash fund. It is encouraged that custodians perform reconciliations each time the petty cash fund is accessed.

If receipts plus cash on hand are more than the authorized amount, this is an overage and must be brought to the Business Office to be deposited as a petty cash overage.

If the receipts plus cash on hand are less than the authorized amount, this is a shortage. If the amount is significant, it will be reported immediately by the Business Office to the police for investigation. If the amount is less than \$20, report this on your petty cash reimbursement request.

Internal Control Procedures

These funds are subject to periodic audits. Recurring audit findings may result in revocation of the petty cash fund or reassignment of the custodian.

A surprise cash count of each petty cash fund, including a review of the documents on hand, must be performed annually or more frequently if the Business Office or department head determines that this is necessary.

The following procedures must be followed:

- An employee from the Business Office performs the count.
- The employee should be selected to perform a specified cash count only for this one instance, i.e., the designation should terminate upon completion of the assignment.
- An employee who is the custodian of other cash, or who reports to, or whose work functions directly relate to, those of the custodian whose cash is to be counted, should not be selected to perform this count.
- Any major discrepancies disclosed by the cash count should be reported to the Business Manager and the department head of the petty cash fund in question.

Transferring Custodianship

The department head is responsible for reporting any changes in petty cash custodians to the Business Office. Prior to a new custodian taking charge of a petty cash fund, the former custodian should replenish the fund so that the fund has the established amount of cash on hand.

The department head submits the attached form with the following information to the Executive Director for approval:

- Removal of the former custodian from the fund
- The new fund custodian's name and employee number
- Signature of the petty cash custodian, in acceptance of the responsibility of the fund

Appendix E

Petty Cash Procedures

- Approval signature by the department head

This form must be sent to Business Office prior to any petty cash replenishments to the new custodian. Accounts Payable will not reimburse a petty cash custodian unless the name is on file as the current custodian.

Increasing/Decreasing/Closing Petty Cash Funds

Increasing a petty cash fund: When additional petty cash funds are needed, the department head sends the attached form to the Executive Director justifying the increase. Also include a Voucher Request Form payable to the fund custodian in the amount of the requested increase.

Decreasing a petty cash fund: A petty cash fund should be reduced if the amount of the fund exceeds the actual needs of the department. The amount which is no longer needed should be returned to the Business Office along with the attached form indicating that the fund is being reduced.

Closing a petty cash fund: The custodian of a Petty Cash Fund should close the fund immediately if the purpose for which the fund was established ends or changes significantly. When a petty cash fund is no longer needed, the fund custodian should first replenish the fund to the authorized amount. This amount must be returned to the business office along with the attached form indicating that the fund is being eliminated.

Appendix E

Petty Cash Procedures

Petty Cash Fund Custodian Establish/Change Form



Urbana Park District
303 W University Ave
Urbana, IL 61801
Phone: 217-367-1536
www.urbanaparks.org

Establishment/Change of Petty Cash Fund

Petty Cash Fund Department / Program Name _____

Department Head Name _____

Reason for Fund / Reason for Change: _____

Action Requested: Create Fund ☐ Reduce/Increase Fund ☐ Eliminate Fund ☐

Previous \$ Amount of Petty Cash Fund _____ New \$ Amount of Petty Cash Fund _____

Establishment/Change of Petty Cash Custodian

Previous Petty Cash Fund Custodian Name _____ Employee # _____

Title of Previous Petty Cash Fund Custodian _____

New Petty Cash Fund Custodian Name _____ Employee # _____

Title of New Petty Cash Fund Custodian _____

Describe how funds will be secured/stored _____

As petty cash custodian, I have read and understand the Urbana Park District Petty Cash Procedures and accept the responsibility of the petty cash fund named above:

Petty Cash Fund Custodian Signature _____ Date _____

Department Head Signature _____ Date _____

Executive Director Signature _____ Date _____

Pettiv



Reconciliation must be performed by custodian at least monthly. Attached more Reconciliation Sheets as needed.

Reimbursement should be requested when amount is greater than \$20.

[illegible]

303 West University Avenue
Urbana, Illinois 61801

Date October 29

Paid by Check # _____

Date _____

Requested By

Dept. Head

Director

Appendix F
Staff Reimbursement Procedures
REQUEST FOR TRAVEL PER DIEM

Date _____

Name _____

Seminar or Travel Title _____

Location _____

Date & Time Leaving _____

Date	Breakfast (\$8)	Lunch (\$14)	Dinner (\$20)	Total for Day
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Requested				\$ _____

Signature _____

Please mark out any meals that are provided as part of the registration fee.

Return this form attached to a Voucher Request. To receive a check the request must be at The Cottage Office by 8:00 a.m. on Tuesday to receive a check on Thursday afternoon.

Per diem is not required to be returned to the business office. However, money issued for transportation and not used must be returned.

Tuition Reimbursement /Tuition Payment Form

In accordance with the Urbana Park District Continuing Education Policy (Personnel Manual section 11.16), you must complete this Tuition Reimbursement/Payment Form and obtain approval for the tuition costs of all course work for which you are seeking reimbursement. Eligible courses must be directly and substantially related to improving your productivity in your current job and must be in an accredited school or program. Tuition approved will be for a maximum of \$500.00 per year. There is a limit of one class per year. Maximum reimbursement for fees and books will be \$100.00 per year. Please talk with your department head by January 30th of each year to notify them of possible tuition reimbursement requests. This will allow your department to plan for the following fiscal year (May 1st - April 30th). Tuition reimbursement requests will be approved based upon available funding.

NAME: _____ Department/Position: _____

College/University: _____ Location: _____

Course Name/Number: _____

Is this part of a degree/certificate objective? If so, what is your degree/certificate objective?

____ No ____ Yes Subject/Major _____

Please explain the value of this training in contributing to the Park District's mission and how it relates to your current position or to career development. (Attach separate page if needed)

Class start time: _____ Class end time: _____

Dates attended: _____ Amount Tuition Paid: \$ _____

Amount Fees: \$ _____ Amount Books: \$ _____

If you accept tuition reimbursement, you agree to the following:

Evidence of the successful completion of an average (C) or better grade must be submitted at the completion of the course to the Human Resources Assistant. If an employee does not complete the course, the employee must reimburse the district for the full amount of books and tuition. If an employee is separated from the District within 6 months following course completion, the employee will be required to reimburse the District for the total cost.

By signing below, you acknowledge receipt of a copy of this form and that you agree to the terms listed herein:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Department Head Approval: _____ Date: _____

Human Resources Assistant: _____ Date: _____

Executive Director's Approval: _____ Date: _____

Appendix F
Staff Reimbursement Procedures



Urbana Park District
Auto Mileage Form

Name _____ Position _____

Pay Period From _____ to _____

Date	Start Location	Beginning Odometer	End Location	Ending Odometer	Miles	Reason Visted Program

Total Miles X .485 = \$ _____

Signature _____ Approved _____

• Please attach a voucher to this form and turn in every two weeks with payroll. • Mileage reimbursement is not available from home to work or vise versa.

Appendix G

Bank Reconciliation Procedures

Gather and print all bank statements (12)

- Come via snail mail: Busey Checking 1002, Midland States Construction, Midland State Operating, Illinois Funds, Park Pool
- Download/Print from respective bank websites: All five Chase bank accounts, Midland State Construction, Midland States Operating , Illinois Funds, Busey Trust I and Busey Trust II

Cancel Checks: Midland States Construction, and how to tell if checks have cleared.

Midland States Construction (Bank 07)

- Hand cancel checks
- Menu Checks, #4 Enter/Update Checks
- Compare the list of outstanding checks with the bank rec month's Midland States Construction bank statement.
- Enter the physical or computer check number for a check on the bank statement that has cleared, that matches one on the outstanding check list.
- Write the cancel date in and place a C in the cancel code. Hit enter.
- Follow these steps for each check on the statement that have cleared.
- Then rerun #7 and #8 for bank code 07

Chase Checks (Vendor & Payroll)

- Login to Chase.com
- Click on the Vendor Account
- On the right side of the screen, under I'd Like To... Click See More Choices, then Download Account Activity.
- Select the Download Now (no charge) radio button, then Continue
- Select the Vendor Account, and choose the date range you of the month you are reconciling.
- Download Type CSV (last one)
- Save the download into the JPMC.CSV file in C:/Transfer Files.
- Now select the Payroll account and save them with separate names.
 - Copy and paste any check data from those two excel files into the JMPC.CSV file with the Vendor data already in it.
 - Place the bank code (63, 64) into Column E of the file, for the respective bank code checks.
 - Delete the header row from JMPC.CSV.
- In the AS400, go to Menu Checks
- Then drop down Actions...Send File to Host.
- Pull down File, and choose Chasebankrec.dtt
- Then click the large "transfer data to AS400" button. Click OK after transfer has gone through, then X the window to close.

Appendix G

Bank Reconciliation Procedures

- In Menu Checks, choose #15 Cancel Checks with Bank File
- Enter the check cancel date (last day of the month of the bank rec)
- Final Run – N
- Print at wrkoutq parkq
- Proof the printout and look for any strange errors. The last line should balance.
 - i.e. *invalid name* missing vendor (may need to reset fiscal year)
 - i.e. *Not Applied* Physical check numbers were not entered into computer upon printing.
 - To enter physical check numbers after the fact, first you'll need to print #13 list checks written in date range to get the computer check numbers. The bank printout gives us the physical check numbers – match them up and enter them into #6 enter physical check numbers – or individually in #4 enter/update checks.
- Then re-enter #15 and do a final run, and print the report.

Create and cancel Flex checks

- Open the Posting Fees Template – BPC FLEX tab
 - Create a posting for the checks and card use. The total should match the debits on the bank statement.
 - Post to the AS400 General Ledger
 - Run Menu coins for that bank account.

Run Menu coins – Minor Codes for each Bank Account

- This is what we use to compare the GL to the bank statements.
- The initial printing of these reports is just a starting point. You will have to reprint them after any changes are made (i.e. posting bank interest, fees, etc.). Sometimes the range run is not the correct range for comparison – it is best to follow the previous month's bank rec for each bank to get the best results.

Interest Postings – get filed with the Bank Rec materials

Posting Bank Interest at Beginning of Month (5)

- Go into each banks website and print the statement:
 - a. Midland States Construction
 - b. Chase Savings
 - c. Busey Money Market – wait for statement in mail
 - d. Park Pool – wait for statement in the mail
 - e. Illinois Funds
 - i. And go onto treasurers website and print the history.
 - ii. <http://www.treasurer.il.gov/programs/illinois-funds/illinois-funds.aspx>
 - iii. Click on Historical Rate information
 - iv. Under the Money Market Fund box, click on the current month.

Appendix G

Bank Reconciliation Procedures

- v. Print the PDF that pops up.
 - Match up each of these statements with a Bank Interest Report Form
- In the AS400 go to Menu apost
- #7 Post Interest on Investments
 - a. Enter FY
 - b. On the interest posting screen enter the amount of interest under a **single** bank account
 - c. See list of bank accounts for the correct bank number
 - d. Press Enter to Update
- Repeat steps a.-d. for each bank account, one at a time.
- When finished with all banks, to go Menu Money
- #3 to Post. F1, then F1 to continue and final the posting
- #4 to print the audit trail
- Compile all reports and printouts and submit to Business Manager as a posting.
- Put bank statements with bank rec file to do bank rec.
- Busey Wealth Management (2 accounts)
 - a. Sign on to Busey Website – Busey.com
 - b. Click on Wealth Management
 - c. Login Web Link Access
 - d. My Reports – Acct English Pool
 - e. Scroll Down to current month. Click to open. Print, OK
 - f. My Reports – Memorial Fund. Click to open. Print, OK
 - g. Logout
 - h. Check Tax Cost and Yield Current/Maturity % and write on first page of statement. Make sure Current Tax Cost equals Cost Basis
 - i. Give Business Manager copy of first page with those written on so she can update her board report.
 - j. Go to Busey Trust Activity file (on my desktop)
 - k. Go to Memorial Fund tab at bottom, make entries
 - l. Go to English Fund tab at bottom, make entries
 - m. Go to Busey Wealth tab at bottom, make entries
 - n. Print all three pages, save
 - o. Post entries into AS400 – put those three pages and audit trail in Accounting Assistant stacker.

Create cover sheet for Bank Recs and fill out when reconciled. Make copy of completed cover sheets for next month's bank rec.

Give completed bank rec file to Business Manager for review
Contact Board Treasurer to collect the Bank Rec for review

Appendix H

Accounts Receivable Reconciliation Procedures

1. Print a GL statement for refund clearing acct.
 - Click on as 400 icon on windows desktop
 - At prompt type : "menu coins", hit enter
 - Type "11" print selected trial balance
 - Current fiscal year
 - Starting date/ending date - type date range i want to print
 - Starting acct/ending acct - type 900-0-0120-2118 for both
 - At number of copies screen, type "01", hit enter
 - At prompt type "wrkoutq parkq
 - enter "2" by printer and "outq(s2)" by parameter, hit enter
 - F5, then F3
 - Get printout
 - **Note : do not print refund GL statements for multiple months at same time as this will cause the latest month printed to have an incorrect balance.**
2. Close the refund clearing acct, using the GL statement printed in step 1 for 2118 refund clearing acct
 - a. Using the major totals amount for current YTD at bottom of report, enter into AS400 general ledger, (e.g., if amount was \$816.00) :
 - description is "close refund clring at feb 28"
 - 900-0-0110-1061 debit 816.00
 - 900-0-0120-2118 credit 816.00
 - 905-0-0110-1021 debit 816.00
 - 905-0-0110-1061 credit 816.00
 - b. print audit trail
 - c. Stamp GL statement for refund clearing acct as posted with date being same as date in description
 - d. Assemble posting and file documents
3. Get the PRC registrations folder for the correct month and check if all Brookens GL printouts with entries have been pulled and posted.
4. Print a GL statement for 1021 bank reconciliation
 - Click on as 400 icon on windows desktop
 - At prompt type : "menu coins", hit enter
 - Type "17", print minor code selected trial balance, hit enter
 - Current fiscal year
 - Starting date/ending date – type date range i want to print
 - Starting fund – 900
 - Ending fund – 968
 - Starting minor account – 1021 (1021 for accts rec. 2118 for refunds)
 - Ending minor account – 1021
 - Hit enter
 - At number of copies screen, type "01", hit enter
 - At prompt type "wrkoutq parkq (s2)", hit enter

Appendix H

Accounts Receivable Reconciliation Procedures

- F5, then F3
 - Get printout
5. Get previous months 1021 GL statement and compare the prior YTD column amount from current month with current YTD column from previous month - these amounts should match after accounting for any posting updates from previous month (e.g., gift certificate posting). If not, need to determine the error.
 6. Print class accounts receivable detail report for the final day of month
 7. Print class GL report summary for the appropriate month for cottage and UIAC to determine if any activity was mistakenly entered. There should only be refunds in the 1021 cottage debit column, and CCRS deposits in the 1021 cottage credit column. **Note:** total refund amount on the GL report should match the total current year to date line on the AS400 closed refund clearing acct report.
 8. Highlight the ending balance on last page of class AR report
 9. Highlight current YTD total number on last page of 1021 GL
 10. Get the PRC registrations folder for the correct month and determine the deposits which were entered at the end of month which crossed over into the next month and make a note of these.
 11. Check the PRC registrations folder daily deposits for any adjustments which overlap into the following month
 12. Check on GL statement and highlight non-class entries which Business Manager has input
 13. If class and AS400 GL report do not balance, run a class GL report summary for PRC, Brookens, and APNC, for entire month. Get registrations deposit folder for appropriate month and add up each 1021 line (separate for PRC/Brookens/APNC). The total 1021 lines should equal the class GL report summary 1021 line, if not determine where the error is.

Appendix I
Cash Incident Report and Procedures

URBANA PARK DISTRICT
CASH INCIDENT PROCEDURE

Coordinators, Office Specialists, Non - Supervisory Staff and all Part – Time Staff:

In case of a cash incident of \$20 or greater, you are to use the UPD Cash Incident Report provided by your Supervisor. It is important that these forms are filled out completely and that your supervisor receives these reports along with your shift paperwork. (Incidents less than \$20 will be tracked on your sites excel worksheet documenting incidents.)

Be advised that misuse of the UPD cash may result in disciplinary action up to and including termination

Administrative Staff, Recreation Managers and Planning and Operations Supervisors:

In case of a cash incident, of \$20 or greater, your staff will turn in a Cash Incident Report, along with their shift paperwork, giving you the facts of the situation as it occurred. The employee reporting the cash incident will provide all forms and information to you. It will then be your responsibility to list and track all incidents on your sites excels worksheet. Once all documentation and signatures have been gathered the completed report should be forwarded to the Business Office for filing and any further action as deemed necessary. The original will be filed in the employee's personnel file.

Urbana Park District Cash Incident Report

1	Cashier:	Shift Date:
	Manager on Duty:	Shift Time:
	Building/park location:	Location:
2	Explain in detail the cash issue: (attach additional pages if necessary) <hr/> <hr/> <hr/> <hr/> <hr/>	
3	Were the police called? <input type="checkbox"/> YES <input type="checkbox"/> NO	By Whom?
	Officer handling the case:	Case Number:
4	How was the incident handled? (attach additional pages if necessary) <hr/> <hr/> <hr/> <hr/>	
5	Printed Names and Signatures of cashier involved and manager on duty: (attach additional pages if necessary) <hr/> <hr/> <hr/> <hr/>	
6	<input type="checkbox"/> All Items Filled Out Completely Name: _____ Date: _____ <input type="checkbox"/> Copy to Supervisor Supervisor Signature: _____ Date: _____ <input type="checkbox"/> Original to Business Office <input type="checkbox"/> Copy in Employee(s) File	