

**Association of Government Accountants
New York Capital Chapter**

**Policy and Procedures for Internal Controls
Over Receipts and Revenues
Adopted by CEC on November 4, 2008**

The New York Capital Chapter of the Association of Government Accountants wishes to ensure that the Chapter funds are secure and there is an appropriate segregation of duties relating to receipts and revenues. Therefore, the Chapter Executive Committee (CEC) hereby approves the following policy and procedures for the collection of receipts and recording of revenues.

Roles and Responsibility

Treasurer: The Treasurer is responsible for the overall system of internal controls for receipts and revenues and acts as custodian for all Chapter funds. The Treasurer is also responsible for:

- Recording and reporting on all receipts and revenue. All cash and revenues will be recorded by the Treasurer according to current Government Accounting Standards Board requirements, as applicable to non-profit organizations and applicable laws and regulations.
- Receiving all of the Chapter bank statements and conducting and documenting the monthly reconciliation of the bank statements to the chapter books. The monthly bank reconciliation will include matching the recorded receipts to the bank statement deposits and all charges on the bank statements to recorded payments, cancelled checks and/or documentation supporting payments.
- Reconciling the registration database, sign in worksheet, deposits and the total count of attendees for each event.
- Establishing additional requirements and forms to ensure proper controls over event and other receipts and revenue.
- Working with and providing information to the Audit Committee for purposes of a continuous review of the effectiveness of the internal controls.

The Treasurer is a member of the Budget and Finance Committee.

Collector: The Collector is responsible for retrieving all of the mail from the Chapter post office box, itemizing the checks received in the mail, depositing all checks received to the Chapter bank account timely, and providing the Registrar and Treasurer with the listing of checks and other receipts and the Treasurer with the deposits slips. He/she is also responsible for processing all credit card charges that are authorized for chapter events, listing them and notifying the Treasurer and Registrar of the processed charges.

Registrar: The Registrar is responsible for maintaining the registration database, answering questions (most commonly telephone inquiries) regarding an event and generating both the sign-in sheet and nametags (badges). The Registrar records the checks/charges received for event pre-registrants on the registration database based on the information received from the Collector and forwards a sign-in worksheet, with prepayment information included, to the On Site Registration Coordinator (OSRC) and Treasurer for use in the reconciliation process. The sign-in sheet should include filled in columns for, but is not necessarily limited to: Registrants full name, e-mail address, phone number, employer, amount prepaid, prepayment method, and balance due on day of event. It should also include blank columns for: amount paid on day of event, payment method on day of event, and registrant's signature.

The Registrar will also be responsible for obtaining the credit card information for registrants who choose to pay by credit card and are unable to use an e-commerce payment system. The information collected should include the registrants name, membership status, employer, e-mail address, phone number, amount to be charged, credit card number, credit card type, expiration date and billing zip code. The Registrar will treat this information as confidential and provide the information to no one except the Collector for processing.

On Site Registration Coordinator (OSRC): For each event the OSRC receives a sign in worksheet of pre-registered attendees from the Registrar and a worksheet showing the payments received to date for each attendee (payment worksheet) from the Collector but does not have access to update or adjust the registration database. On the day of the event the OSRC is responsible for:

- Collecting, recording, and deposit of day of event receipts, recording the collections on the payment worksheet and reconciling the day of event receipts to the sign in worksheets with the deposit.
- Receiving vouchers/purchase orders as payment for attendance.
- Receiving and depositing cash/checks for other day of event on site activities (i.e., raffles, etc.) and reconciling the receipts with the accountability established.
- Transmitting the deposit detail and slip, sign in sheets, vouchers/purchase orders and day of event reconciliation to the Treasurer for both event and other on site activities receipts.

Event Coordinator(s): The Event Coordinator(s) set up the event facilities, speakers, equipment and other related items (food, etc.). The Event Coordinator(s) is also responsible for obtaining a count of total event attendees for transmission to and use by the Treasurer in the reconciliation of event receipts to the sign in worksheets.

Budget and Finance Committee (B & F): The B & F Committee coordinates the revenue estimates for events with the Education and Program Vice President, other VPs and the Chapter President. At specified times during the fiscal year; the B & F Committee receives the financial statements from the Treasurer and reviews the estimated revenues to the actual reported revenues. The Committee also highlights any significant differences for consideration by the President and the CEC.

Audit Committee: The Audit Committee is responsible for reviewing documentation for deposits, bank reconciliations and event(s) and non-event receipts and revenues on a quarterly basis to make sure that the system of internal controls are being adhered to and continue to be effective. The Audit Committee may from time to time request information from any Chapter officer or volunteer, review it and make recommendations to the President and CEC on changes to this and other internal control policies.

External Auditor/Reviewer: Pursuant to the Chapter By-Laws, the Chapter will have an annual external audit or review. This annual audit or review will be coordinated by the Chair of the Audit Committee and be coordinated with the other activities of the Audit Committee. As part of the audit/review the external auditor/reviewer will review the documentation and process(s) and provide feedback to the President and CEC for problems and improvements to the overall system of controls.

Program Cash/Revenue Collection, Recording and Monitoring

Event Cash/Revenue Collection:

The collection of revenue occurs in the form of cash, checks and credit cards. Program revenue is received from AGA only and joint events (see below). The responsibility for the collection of program cash/checks/charges for AGA only events resides with the Collector and OSRC. The event receipts/revenue collection can occur in four different forms.

- Checks mailed to AGA's post office box prior to event
- Checks/cash collected at the event
- Payments processed through the events registration page using an e-commerce account
- Credit card payments processed through the AGA merchant bank system
- Vouchers/purchase orders

Checks mailed before events – The Collector has the custody of the Post Office Box key. The Collector checks the post office box frequently for checks and other receipts. When payments are received the Collector completes a deposit form and a worksheet listing each payment and deposits the checks and other receipts into the bank account, generally within 3 days of receipt. The Collector provides the Registrar and Treasurer with the listing of checks and other receipts deposited regularly and the Treasurer with the deposits slips at least monthly.

Checks/cash collected at the event – On the day of the event the OSRC collects funds from the attendees that haven't already paid, fills out a deposit slip and deposit detail worksheet, and deposits the funds collected, generally within 3 days of receipt. An AGA receipt should be issued to anyone paying cash. The OSRC also reconciles the sign in worksheet, all funds received the day of the event and the deposit for the day. The OSRC forwards the deposit slip, deposit detail worksheet, event reconciliation and sign in worksheets for the event to the Treasurer as soon as possible after the event.

Credit Card and E-commerce processed charges – The Collector processes all charge card and E-commerce payments. The Collector completes required credit card and e-commerce processes and related detail worksheets and forwards them to the Registrar and Treasurer on a frequent basis.

Vouchers/purchase orders – Any vouchers/purchase orders received in the mail prior to or after an event are transmitted to the Treasurer by the Collector. The OSRC collects all vouchers/purchase orders on the day of event and transmits them to the Treasurer. From each vouchers/purchase order the Treasurer records the revenue and receivable, generates the invoice, attaches the invoice to the voucher/purchase order, signs it and sends it to the appropriate NYS Agency. The check for payment of the voucher/purchase order is received in the Chapter Post Office Box and processed by the Collector the same as described for checks above.

Joint Events:

If the AGA is responsible for the registration and receipts process, the same procedures apply as for AGA only events.

If the AGA is not responsible for the registration and receipts process, then the Treasurer is responsible for obtaining sufficient information and backup to reconcile the registration and attendance with the total receipts/revenues, support for the expenses for the event and ensure that the AGA receives it's agreed to share of the net income from the event.

Non-Event Cash/Revenue Collection

The Chapter collects other forms of revenue including but not limited to: raffles, fundraisers, sponsorship, reimbursements from AGA National and any other receipts not related to an event. The following are the responsibilities associated with collections of non-event revenue.

Vice Presidents/Others – **When a VP or other AGA officer with responsibilities associated with receipts/revenues has knowledge that the Chapter is supposed to receive revenue not directly associated with an event; they are responsible for forwarding that information to the Treasurer.** In addition, all receipts/revenues should be controlled by an adequate system of controls at the point of collection.

Collector - When a non-event revenue check is received in the mail, the Collector completes a deposit worksheet and forwards the information along with the deposit slip to the Treasurer.

OSRC - When cash is received (e.g., sale of raffle tickets), the person receiving the other than event on site cash is responsible to turn it over, along with supporting accountability information to the OSRC the day of the event. The OSRC is responsible for reconciling the non event receipts to accountability, depositing them with event proceeds and forwarding the deposit slip and supporting information to the Treasurer.

Treasurer – The Treasurer records the revenue and reconciles the accountability information to the deposit. The Treasurer is also responsible for periodically reviewing receivables and notifying appropriate VP's and the President of receivables outstanding for more than 30 days beyond what was expected.

