

## **CABELL COUNTY OUTSTANDING CHECK POLICY AND PROCEDURES**

### **Policies**

The Sheriff - Treasurer provides a report of outstanding checks.

The County Clerk provides a report of outstanding checks.

All checks in Cabell County shall have the following language included on the front of the check: VOID AFTER 180 DAYS.

### **Procedures**

The cutoff for information in the monthly statements is last day of the month.

Upon completion of the monthly bank reconciliations, the Sheriff - Treasurer will submit the monthly Financial Statement. The County Clerk will balance to the Sheriffs Financial Statement and prepare journal entries. There are two types of monthly journal entries, those that remain consistent from, month to month (recurring) and those that are specific to that month. These include depreciation and expensing of prepaid insurance. The specific journal entries include recording accrued wages and payroll taxes, receivables, etc.

The County Clerk will maintain a file for each month which includes work papers which document the balance of each balance sheet account. The file will also include copies of the grant billings. All balance sheet accounts will be reconciled monthly to help ensure that accurate statements are provided to the County Commission.

Once the final general journal entries are posted, the monthly financial statement is printed along with a copy of the general ledger for that month as well as the general journal entries posted.

The adjusted financial statements are to be delivered to the County Commission within three weeks after the end of the month.

The County Clerk prepares a budget to actual expense report for the County Commission to be included with the monthly financial statements.

The year-end financial statements will be delayed for additional procedures to be completed by October 15 per West Virginia State Code §7-5-16.

The Sheriff/Treasurer will affix their signature after review. The County Clerk will affix their signature after ensuring the accounts balance.

The County Commission will review the monthly statement and Order the document be made part of the minutes.

All employees involved in the process will sign a document stating they have received, reviewed and will follow this policy and procedure.

Adopted – April 27, 2017

Revised - \_\_\_\_\_

Reapproved - \_\_\_\_\_