



Policy: Accounts Payable

ChildNet Number: CN 010.040
Original Approved Date: March 19, 2010
Policy Revised Date(s): May 20, 2010
Policy Sunset Date:
COA Standard(s): FIN 2, 7.03, 7.12

Statement of Policy:

Accounts Payable is responsible for accurate and timely payment of all invoices for ChildNet. This includes all payments on purchase orders, check requests, vendor invoices and travel expense reimbursements. The function ensures all invoices tied to clients are accurately coded and recorded on the General ledger.

Scope:

This policy is a guideline for processing all expenditure documents through Accounts Payable. The responsibility to observe this guideline is that of the Finance Department and the parties who approve such expenditures.

Board Chair's Signature:  **Date:** 1/15/10



Procedure: Accounts Payable

ChildNet Number: CN 010.040

Original Approved Date: March 19, 2010

Procedure Revised Date(s): May 20, 2010, August 22, 2014, February 21, 2018, October 19, 2022

Procedure Sunset Date:

COA Standard(s): FIN 2, 7.03, 7.12

Definitions:

- a. Accounting Software- records and processes various accounting transactions relating to accounts payable, accounts receivable, payroll, trial balance and reconciliations.

Statement of Procedure

Vendor Set-up/Direct Deposit

- a. New vendors are entered into the accounting system by the Accounting Manager or designee on an as-needed basis. The following information is typically required when establishing a new vendor/payee:
 - Name of Vendor/Person
 - Mailing Address
 - Federal Tax Identification (ID) Number (Businesses) or Form W-9
 - Social Security Number or Form W-9
 - Account Number (if applicable)
 - Direct Deposit (if needed)
- b. Direct deposit authorizations and changes are entered into the vendor record by the Controller or Accounting Manager as soon as received. Payments are set to pre-note when a voided check or bank information is not received. Pre-notes are processed by the bank via the next ACH batch import. Once the bank confirms the account information, direct deposit is activated for future payments to that vendor.

Processing General Invoices for Payment

All invoices and requests for payment are received electronically or converted to pdf and submitted to the Accounts Payable email address for processing, with the exception of certain contracted payments and FSFN (Florida Safe Families Network) generated payments.



- a. Once received, invoices and requests are reviewed for accuracy and necessary approvals by the Finance Administrative Assistant and placed in the electronic folder for coding.
- b. Approved invoices are coded by the Accounting Manager or designee, based on DCF Cost Allocation Plan designations, and the batch is totaled and moved to the electronic folder for processing.
- c. The Accountant I or Accounting Coordinator assign each batch a VR (voucher) number and enters the batch into the accounting system.
- d. Entered batches are then reviewed and approved for posting by the Accounting Manager or designee.
- e. Once batches have been posted, the Accountant I or Accounting Coordinator assigns the payment batch a CD (cash disbursement) number, selects the invoices to be paid and processes and prints the payments.
- f. The system generated Positive Pay and EFT files are uploaded to the bank by the team member who processed the batch.
- g. All Positive Pay and EFT imports to the bank must be approved by the Controller or the Accounting Manager by 6:00 pm each business day, and the confirmation of that approval is forwarded to the appropriate team member.
- h. The batch is then moved to the folder designated for completed activity and copies of the checks and vouchers are maintained electronically.
- i. Checks and vouchers are distributed or mailed based on preference of the requestor.

Processing Contracted Payments

Other non-FSN contracted payment requests are submitted directly to the Contracts Department, who reviews, approves, and codes the invoices. The Director of Contracts then places them in the Contracts SharePoint folder for processing.

The invoices are then batched and moved by the Accounting Manager or designee, to a separate accounts payable folder and forwarded to the Accountant I or Accounting Coordinator for processing as outlined under General Invoices.

FSFN/Contingency Invoices

Invoice activity generated by the FSN (Florida Safe Families Network) system is approved and submitted by the FSN team to the Accountant I or Accounting Coordinator via email as an excel file.

Invoices received from FSN include:

- Adoption Subsidies
- Independent Living Stipends



- Foster Care Subsidies
- Residential Group Home Payments
- One-time Adoption Payments
- Clothing Vouchers
- Independent Living Contingency Funds

The Excel files received are saved to a template that maps the information to the appropriate coding required for each specific type of activity.

The files are then imported into the accounting system and are reviewed and approved by the Accounting Manager prior to posting.

Once posted, the process follows the same steps as outlined for General Invoices.

ACH Payment Process

Recurring activity may be set up as ACH payments with the approval of the CFO, Controller or designee. Support for any charges deducted directly from the bank will be the same as with all other invoice activity. A payment request, appropriate support, and all necessary approvals are required to be scanned to the Accounts Payable email by the appropriate party.

Types of expenditures that may be approved for this process include:

- Employee benefit payments such as Health, Life, and 403(b)
- Recurring vehicle lease activity
- Credit card payments
- Utilities/Cell Phones
- Fuel Card

This activity is matched to the bank statement activity at the end of each month by the Accounting Manager and a spreadsheet is prepared, coded and saved to the appropriate electronic folder for processing. The spreadsheet is reviewed and approved by the Controller.

Once approved, the information is imported into the accounting system and posted. Dummy checks with an "ACH" designation are then generated for the payments in order to complete the process and allow for the activity to be reflected in the vendor file and the bank reconciliation.

Void Check Process

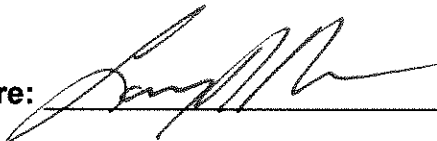
a. A check may be voided in one of the following three instances:

- Lost,
- No longer needed,
- Change of payment information.



- b. If the check was lost a stop payment is placed through the financial institution website by the Accounting Manager or designee. The check is then voided and reissued with the approval of the Accounting Manager. If the check is no longer needed, a stop payment is placed by the Accounting Manager if the check is not in hand, and the check and the resulting invoice are both voided.
- c. In the case of a change of vendor information, the check is given to the Accounting Manager, who then voids the check, updates the vendor record and approves reissue of the payment.
- d. If the change is the invoice amount, the Accounting Manager either approves the appropriate team member to;
 - Void the invoice and enter a new invoice or
 - Enter a credit memo or additional invoice to correct the payment amount.

Once the invoice changes are made, the check is processed, based upon the invoice type, as noted above, and any logs are updated as needed.

President's Signature:  Date: 11/2/22