

Resolution No. 2026-05-18-009

A RESOLUTION ADOPTING A CASH MANAGEMENT POLICY FOR THE VILLAGE OF WAYNE LAKES, OHIO.

WHEREAS, the Village must safeguard public funds and ensure proper handling, depositing, and disbursement of all monies received; and **WHEREAS**, federal grant rules require specific cash management procedures when federal funds are involved;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Wayne Lakes, Darke County, Ohio:

Section 1. Adoption of Policy

The Cash Management Policy attached hereto is hereby adopted as the official policy of the Village.

Section 2. Implementation

The Fiscal Officer shall implement and enforce the procedures contained in the policy.

Section 3. Effective Date

This Resolution is hereby deemed to be an emergency measure, necessary for the health, safety, and welfare of the citizens of the Village, and which Resolution shall take effect and be in force at the earliest period allowed by law.

Passed by the Village of Wayne Lakes, Ohio, this 18 day of May 2026.


Ruth Estes
President of Council


JOHN WATHEN, FISCAL OFFICER


LINDA CLARK, MAYOR

EXHIBIT A

Cash Management Policy Village of Wayne Lakes, Ohio (*Attachment to Resolution 2026-05-18-009*)

1. Purpose

The purpose of this Cash Management Policy is to establish uniform procedures for the receipt, handling, depositing, safeguarding, and disbursement of all Village funds. This policy ensures compliance with Ohio law, Auditor of State requirements, and federal regulations applicable to federal grant funds, including **2 CFR Part 200**.

2. Applicability

This policy applies to:

- All Village officials, employees, and volunteers who handle money
- All Village departments and funds
- All transactions involving cash, checks, electronic payments, or federal funds

3. Objectives

The Village's cash management system is designed to:

- Safeguard public funds
- Ensure accurate and timely recording of receipts and disbursements
- Maintain compliance with state and federal requirements
- Promote transparency and accountability

4. Cash Receipts

A. Recording of Receipts

- All money received by the Village must be recorded **immediately** upon receipt.
- Receipts must be issued for all payments received in person or by mail.
- Each receipt must identify the payer, amount, purpose, and date.

B. Handling of Cash

- Cash must be kept in a secure, locked location until deposited.
- Access to cash drawers or lockboxes must be limited to authorized personnel.
- Cash must never be commingled with personal funds.

C. Deposits

- All receipts must be deposited **within 24 hours** or the next business day, in accordance with Ohio law.

- Deposits must be made intact; no disbursements may be made from cash receipts.

5. Cash Disbursements

A. Authorized Payments

- All disbursements must be made by Village check or approved electronic payment.
- No cash disbursements or petty cash funds are permitted unless authorized by Council.

B. Supporting Documentation

Each disbursement must be supported by:

- An invoice or bill
- A purchase order
- Evidence of receipt of goods or services
- Approval by the Fiscal Officer and/or Mayor as required

C. Payment Timing

- Payments must be made in accordance with vendor terms.
- For federal funds, payments must comply with **cash advance** and **reimbursement** rules under 2 CFR 200.305.

6. Federal Cash Management Requirements

When federal funds are involved, the Village must follow **2 CFR 200.305**, including:

A. Reimbursement Method

- The Village will generally use the **reimbursement method**, requesting federal funds only after costs have been incurred and paid.

B. Cash Advances (if permitted)

If a grant allows advances:

- Funds must be drawn only to meet **immediate cash needs**.
- Advances must be spent within **three business days**.
- Any excess funds must be returned promptly.

C. Interest Requirements

- Interest earned on federal advances in excess of **\$500 per year** must be remitted to the federal agency.
- Interest under \$500 may be retained for administrative expenses.

7. Segregation of Duties

To the extent possible given staffing levels:

- Different individuals should be responsible for receiving money, depositing funds, recording transactions, and reconciling accounts.
- When staffing limitations exist, compensating controls (e.g., supervisory review) must be implemented.

8. Bank Reconciliation

- The Fiscal Officer must reconcile all bank accounts **monthly**.
- Reconciliations must be reviewed by the Mayor or the Council Finance Committee.
- Any discrepancies must be investigated and resolved promptly.

9. Electronic Payments

Electronic payments (ACH, EFT, wire transfers) must:

- Be pre-authorized by the Fiscal Officer
- Have supporting documentation
- Be included in monthly financial reports
- Be protected through secure banking procedures

Dual authorization should be used whenever possible.

10. Recordkeeping

The Village must maintain:

- Receipt journals
- Deposit slips
- Bank statements
- Reconciliations
- Disbursement registers
- Supporting invoices and purchase orders

Records must be retained in accordance with:

- Ohio Records Retention Schedule
- Federal retention requirements (typically **five years** after grant closeout)

11. Internal Controls

Cash management activities must follow the Village's **Internal Controls Policy**, including:

- Physical safeguards
- Access controls
- Monitoring and review
- Fraud prevention measures

12. Responsibilities

- **Fiscal Officer:** Oversees cash management, ensures compliance, prepares deposits, reconciles accounts.
- **Mayor:** Provides oversight and reviews reconciliations.
- **Village Council:** Approves expenditures and monitors financial activity.
- **Employees:** Follow all procedures for handling and documenting funds.

13. Effective Date

This policy becomes effective upon adoption by the Village Council and remains in effect until amended or rescinded.