

# Responsibilities Overview of Client Bank Statements and Client Invoices

## 1. Bank Statement Distribution

- **Fiscal (Jennifer):** Distributes client bank statements to Program Directors and Senior Program Managers by the 5th of each month.

## 2. Bank Reconciliation

- **Senior Program Managers:**
  - Collaborate with Managers to gather necessary receipts and paystubs for reconciling bank statements.
  - Identify accounts exceeding a \$2,000 balance or requiring payment plans.
  - Alternatively, Managers can reconcile their statements and submit them to Senior Program Managers for review.
  - Please sign and date the client bank statement you have reviewed the bank reconciliation and return to Jennifer (Fiscal).

## 3. Invoice Processing

- **Senior Program Managers:**
  - Receive current/past due invoices and issue checks for payment, recording them in the checkbooks (can be done independently or with Managers).
  - **DO NOT sign the check.** It will be signed by one of the approvers in Administration upon review and approval by Fiscal.

## 4. Meetings and Planning

- **Senior Program Managers & Fiscal (Jennifer):**
  - Meet on or before the 15th of each month to discuss overages and payment plans to ensure timely fund transfers and spending monitoring.
  - Include Managers in these meetings for discussions of client planning and potential vacation budgets.
  - Considerations for debit card usage will be discussed, with Senior Program Managers holding the card, minimizing its physical circulation.

## 5. Submission of Reconciled Statements

- **Senior Program Managers:**
  - Submit reconciled bank statements along with invoice checks to Fiscal (Jennifer) by an agreed date (before the 20th of the month).
  - Sign the reconciled bank statements, but not the checks; approved signers will review and sign client checks.

## **6. Minimizing Overdrafts and Ensuring Timeliness**

- By having Senior Program Managers submit statements and checks, this process aims to minimize overdrafts and ensure timely payments of outstanding invoices.
- Fiscal will have real-time access to accounts for verification.

### **Goals of the Process**

- Streamline the reconciliation and payment processes.
- Enhance accountability among team members.
- Ensure compliance with Social Security and Medicaid regulations.