



Lower Columbia
Estuary
Partnership

ACCOUNTING PROCEDURES

Amended September 2022

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1. Revenues and Receipts

Revenue by Mail

Revenue secured by the Estuary Partnership through the mail is handled as follows:

- The assigned employee (other than the Finance and Operations Manager) opens the mail and, upon receipt of any checks, immediately endorses them "for deposit only."
- The assigned employee (other than the Finance and Operations Manager) enters checks and cash received onto the daily receipt log.
- The assigned employee makes copies of any checks (one copy if the check is an invoice payment or similar, two copies if the check is a donation or new award), signs the daily receipt log, and forwards the log and one set of copies to the Finance and Operations Manager; for donations and new award checks, the assigned employee gives the second set of copies to the Community Relations Manager.
- The Finance and Operations Manager signs the daily receipts log and fills out a bank deposit slip. Any cash and checks are kept in a locked cabinet or lockbox until deposited.
- Funds received by the Estuary Partnership shall be deposited at the bank within the week received.
- The Finance and Operations Manager enters the checks and cash in the appropriate account in QuickBooks.
- Deposit slips are located in the top drawer of the Finance and Operations Manager's desk. Once the deposit is completed, the Finance and Operations Manager prints a deposit detail report from QuickBooks and files it, with all back-up documentation, in a notebook labeled 'Fiscal Year XX-XX Deposits'.
- The assigned employee who forwarded the daily receipts log to the Finance and Operations Manager reviews the deposit notebook to confirm the deposit was made, initialing her/his review.

Federal Drawdowns

Drawdown of funds occur on an as needed basis, approximately quarterly, and the organization minimizes the time elapsing between the drawdown of funds and disbursement. Funds will be expended within 5 business days of the draw. The organization complies with federal provisions for minimizing the time elapsing between the drawdown of funds and disbursement by operating its federal grant awards on a reimbursement basis. The timing and amount of cash advances shall be as close as administratively feasible to the actual disbursements by the recipient for direct project costs and the proportionate share of allowed indirect costs. This practice ensures that no federal funds are drawn down in advance of actual expenditures.

- Recipients and subrecipients must account for each award separately
- Recipients and subrecipients are prohibited from commingling funds on either a program-by-program or project-by-project basis
- Funds specifically budgeted and/or received for one project may not be used to support another
- A system should be established to adequately track funds according to each budget category.

The Estuary Partnership receives some federal funds through a drawdown process. To access these funds, the Estuary Partnership uses the web-based ASAP (Automated Standard Applications for Payments) System. Drawdown schedules shall be confirmed with each individual funder.

In accordance with Part 1 Section 3, the Executive Director reviews and authorizes all drawdowns before the drawdown request is made.

To calculate drawdowns, the Finance and Operations Manager reviews actual expenses and projects future expenses. For the EPA NEP award, the Finance and Operations Manager reviews needs with the Executive Director to determine what expenses are anticipated for the drawdown period. For NOAA awards, the Finance and Operations Manager Finance also talks to the project coordinator to determine expected subcontractor expenses. The Estuary Partnership may not maintain large amounts of federal money; it is important to identify likely funding needs and draw down only enough funds to meet identified short-term needs within the requirements of the specific funder.

The Finance and Operations Manager completes the relevant drawdown tracking sheet. For EPA NEP awards, drawdown records are filed here: [..\Finance\EPA Base Agreements & Guidance\Drawdowns](#). For NOAA awards, the drawdown records are filed here: [.\Contracts\NOAA](#).

Once the drawdown is approved by the Executive Director, the Finance and Operations Manager logs into the ASAP system, located at: www.asap.gov/ASAPGov/. The Finance and Operations Manager maintains her/his own Username and Password for this purpose. ASAP requires a password change every 90 days. A copy of all drawdown records shall be printed and retained in the corresponding file.

To request cash through ASAP:

- Select “payment request – initiate payment requests” from the top pull down menu
- Follow the system through the 4 steps:
 1. Retrieve Accounts:
 - Bank Relationship = choose 092901683****4402 (this is the Estuary Partnership’s federal checking account information)
 - Specify Payment Type = individual
 - Specify Payment Method = ACH
 - Specify Requested Settlement Date = cannot be earlier than the next business day
 - Specify ALC/Region and Account ID = leave entry as “all” in this step, and continue to next Step #2 (this will allow you to see all grants accessible through ASAP)
 2. Enter Payment Transactions:

The system shows all accessible grants (separated by funding source--e.g. EPA and NOAA--and identified by agreement number) with account status and cash balance available for each. Confirm that the ASAP available balance matches the Estuary Partnership available balance before proceeding with the advance request.

 - Find the account identification number that correlates to the grant and enter the “amount requested” on that row. Continue to next Step #3.
 3. Review Payment Transactions:
 - Confirm that the account and amount are correct. Once confirmed, select “submit”.
 - Once a payment request is complete, log off the system.
 4. Transaction Summary:
 - The ASAP system will present a confirmation for printing. Enter the deposit in the QuickBooks system and file printed copies of the summary and the Executive Director’s approval for the drawdown in the grant file; once the funds are actually deposited in the Estuary Partnership bank account (typically the next business day), print an online screenshot of the deposit and file it with the other documents.
 - When the payment is made to the Estuary Partnership bank account, update the drawdown tracking sheet confirming the funds have been received.

The ASAP system has a comprehensive help component, and phone assistance is available at (804) 697-8384. The Estuary Partnership “ASAP Enrollment” file is located in the front of the Contracts file cabinet and includes current and historical ASAP information.

Invoicing & Reimbursement

Invoicing occurs monthly, quarterly, or as specified by the funder. The Estuary Partnership invoices funders (expense reimbursement), contributors (donations or purchases), and other vendors. Funder invoices are entered into QuickBooks.

Funder Invoices

Funders have different invoicing requirements. Format, frequency, and supplementary documentation to be submitted (if any) typically are outlined in each funder’s contract. If the invoicing format is not addressed in the contract, the Finance and Operations Manager shall contact the funder to discuss an acceptable format. Many funder invoices are Excel documents and can be found in [..\Finance\Invoices](#), organized by fiscal year.

Invoices that do not require using a funder's specific forms are numbered by the Finance and Operations Manager sequentially beginning with the fiscal year. For example, for fiscal year 2008, the numbers are FY08-XX. Beginning in July of each year, the numbers change and start again with 1, e.g., beginning July 1, 2008, the numbering will be FY09-01.

The Finance and Operations Manager develops and submits invoices. The Finance and Operations Manager keeps a hardcopy of each submitted invoice, ink-stamped "copy," in an invoices pending folder. This copy is kept at the Finance and Operations Manager's desk until paid and then is moved to the corresponding contract file. Electronic copies of all invoices also shall be maintained in the appropriate contract folder.

Some funders (including BPA, Oregon, Washington, NOAA, and USFWS) pay Estuary Partnership invoices via direct deposit. Payment alert e-mail messages are received by the Finance and Operations Manager, who prints payment confirmations and files them with the corresponding invoice copy after recording the payment in QuickBooks.

The Finance and Operations Manager creates a tracking sheet for each funder to track all expenditures and budget amendments. Tracking sheets are located in each funder's folder in [..\Contracts](#). The Finance and Operations Manager shall update each tracking sheet monthly, using data found in QuickBooks Profit and Loss reports. The data from the tracking sheet can then be used to populate each funder's invoice.

See **Appendix B** for instructions for specific funder invoices.

Contributor Invoices

Invoices to individual or corporate contributors (donors) are generated when a corporation or individual makes a pledge to donate funds to the organization. The request for a contributor invoice will generally come from the Executive Director; the invoice typically is prepared by the Community Relations Manager. When payment is received by the designated employee who opens mail, a copy of the payment check is given to the Community Relations Manager.

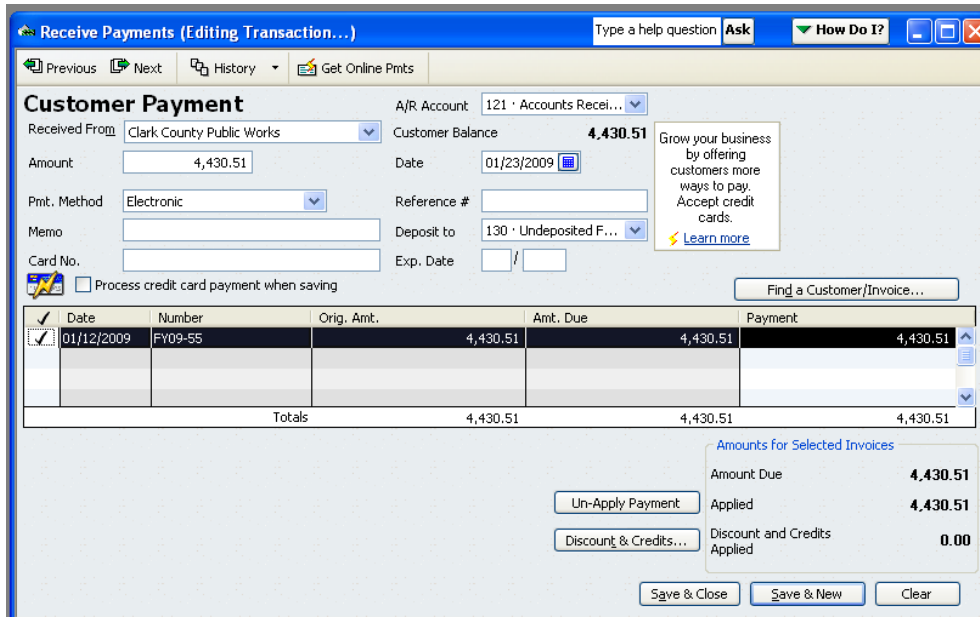
Entering Invoices into QuickBooks. To enter an invoice into QuickBooks:

- Click on the "Invoice" icon on the QuickBooks icon bar.
- Choose the Contributor or Funder in the "Customer" field. If this is a new funder or contributor, QuickBooks will prompt you to set them up a new customer.
- In the "Class" field, select the class name assigned to the specific grant or contract (or "unrestricted," if it's an unrestricted contribution)
- Enter the invoice date, number, and due date.
- The invoice number shall correlate to excel invoice number (if applicable)
- In the Item field select the item that corresponds to the specific grant, or select Corporate Contribution if it's a contribution.
- In the Class field enter the same class that was used above.
- Enter total dollar amount.
- Save and close the invoice.

Entering Payments Received against Invoices into QuickBooks. Receipts shall be entered into QuickBooks to ensure accurate records are kept. To do this:

- Choose the "Rec Pmt" icon from the QuickBooks icon bar.
- In the "Customer" field select the funder or contributor from whom the payment was received. QuickBooks will show the outstanding balance due for that customer.
- Enter the date, amount, payment method and reference # (i.e., check # if it's a check).

- If more than one open invoice appears for the customer, confirm the correct invoice for this payment. Save and close. For physical checks, the payment is recorded to the Undeposited Funds account and is ready for selection the next time a deposit is entered.
- Once paid, stamp the invoice 'paid' and include the check number and date. If it is a grant-related invoice, the copy shall be placed in the relevant contract file. If it is other than grant-related, it shall be placed in the 'Miscellaneous paid invoice file' in the Finance and Operations Manager's desk.



Accounts Payable

The Finance and Operations Manager shall track end of fiscal year invoicing and revenue to ensure that such matters are coded correctly to ensure that the actual work and the invoice posting are aligned. For example, if an invoice is received in August for work done in June, the invoice should be posted in June.

Prepaid Expenses. All prepaid expenses of more than \$1,500 shall be recorded in a prepaid asset account.

Entering Deposits into QuickBooks

Many checks, cash, and credit card purchases received by the Estuary Partnership do not have corresponding invoices. These payments are entered in QuickBooks in the deposit screen.

To enter a deposit into QuickBooks:

- Choose the "Deposit" icon from the QuickBooks icon bar.
- Select the applicable bank account
- In the "Account" field, choose the applicable revenue account from the QuickBooks Chart of Accounts (i.e. product sales for any kind of product).
- Enter the date, payment method, reference/check #, and amount of deposit.
- In the "Class" field, enter the unique funder/award name assigned (or "unrestricted" if it's an unrestricted contribution).
- If more than one check/cash is being deposited, hit the Tab key to scroll to the next line and enter the above information for the next check. Keep going until the amount in QuickBooks equals the amount on the deposit slip.
- Click the "Print" button and choose "deposit summary".
- File this report with the paper copy deposit and copies of the checks.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
HDR Engineering, Inc	430400 · Corporate Sponsorships		1245	Check	Unrestricted	1,200.00
Clark County Public W...	420200 · Clark County (Vancouv...	Invoice FY09-56	1254789	Check	Vancouve...	4,300.00
	430100 · Private-Individual	John Doe donation		Cash	Unrestricted	100.00
Deposit Subtotal						5,600.00
Deposit Total						5,600.00

Note: If there are outstanding funder/contributor payments waiting for deposit in QuickBooks, these will show up automatically when you first click on the "Deposit" icon. To add them, choose the payments to be included in the deposit.

Credit Card Receipts

The Estuary Partnership accepts credit card payments and donations. The Community Relations team processes credit cards payments via the Web-based interface of a vendor called Greater Giving. The Finance and Operations Manager records credit card payments in QuickBooks in the same way cash and checks are recorded.

Other Revenue Items

Online Donations

The Estuary Partnership receives online donations via a link on its website using a company named Greater Giving. The Finance and Operations Manager receives a weekly Greater Giving report summarizing donations for that period; s/he uses the report to enter those deposits in QuickBooks.

Receiving Cash. Cash collected by the Estuary Partnership is processed as follows:

- Cash is counted in the presence of two staff people.
- The sum is recorded on a dated Daily Receipts log, indicating the source of the funds and the purpose for which they were collected.
- Both parties initial and date the record.
- The funds and the record are turned over immediately to the Finance and Operations Manager. Funds collected at an off-site event (without the receiving employee returning to the office that same day) shall be turned over to the Finance and Operations Manager on the next business day.
- After the Finance and Operations Manager deposits the funds, s/he records the deposit in QuickBooks, prints a QuickBooks record of the deposit, and attaches that record to the bank deposit receipt, filing the documentation in the "Deposit Detail" binder for that fiscal year.
- The employee who forwarded the daily receipts log to the Finance and Operations Manager reviews the deposit notebook to confirm the cash deposit was made, initialing her/his review.

Lock Box Services

The Estuary Partnership shall use a lock box service on an as-needed basis for direct mail campaigns. In the event that the Estuary Partnership undertakes a fund-raising direct mail initiative in which unanticipated amounts of

checks and or cash will be received through the mail over a period of time, the Estuary Partnership shall institute procedures specific to that event to ensure security in donations received.

Fee for Copies of Materials

When distributing informational materials, the Estuary Partnership charges five cents (\$0.05) per page plus mailing cost up to the first 100 pages. For requests that include more than 100 pages, the Estuary Partnership assesses a \$25 fee plus the per page charge and mailing costs. Invoices for these charges shall accompany mailing of said materials with request for payment within 15 days. At the discretion of the Executive Director, these charges may be waived.

2. Expenditures and Disbursements

Accounts Payable Procedure

The following procedure shall be followed for all invoices submitted to the Estuary Partnership:

- The Executive Assistant (or an assigned employee other than the Finance and Operations Manager) opens and date stamps all invoices, then gives them to the Finance and Operations Manager.
- The Finance and Operations Manager stamps the invoice with the approval/funder stamp and enters a fund code.
- The Finance and Operations Manager enters invoices into QuickBooks (see 2.1.2). After an invoice is entered into QuickBooks it is marked with "QB" on the actual invoice. Invoices can be entered on a daily basis but are forwarded to the Executive Director for payment approval on an as-needed basis according to due dates.
- The Finance and Operations Manager reviews the invoices and submits them to the Executive Director for approval of expenditures and fund code.
- The Executive Director reviews all costs and ensures that the charges are reasonable, allocable, and allowable and otherwise meet all provisions of the Estuary Partnership Finance Procedures, requirements of the funding source, and any other applicable federal and state regulations.
- If the Executive Director finds that the charges meet all such requirements, the Executive Director approves each charge in writing with a notation indicating date, and returns the invoice to the Finance and Operations Manager.
- If the Executive Director disagrees with the class allocation, the change is noted in the approval block, and the Finance and Operations Manager makes the correction in QuickBooks.
- The Finance and Operations Manager reviews invoices in QuickBooks, prints checks, and submits checks to the Executive Director for signature; the approved invoices should be kept with the newly printed checks until the Executive Director has signed the checks.
- The Executive Director (or appropriate signatory as authorized herein) signs checks and returns them to the Finance and Operations Manager.
- The Finance and Operations Manager secures a second signature, if necessary, scans checks, and files the check payment stub with the invoice in the vendor file.
- The Finance and Operations Manager mails the checks.

If a check is required immediately, the process can be expedited. However, all reviews and signatures as outlined in Part 2 Section 2.1 shall still take place.

Subcontractor Invoices. Invoices from subcontractors have the following additional requirements:

- The Finance and Operations Manager confirms that the Subcontractor's invoice is for a valid, current contract. S/he enters the total invoice amount in the tracking sheet for the applicable funding source (in the process confirming that funds remain available under the subcontract) and enters individual Task amounts in the invoice tracking sheet for that specific subcontract. The Finance and Operations Manager stamps the invoice with both the "Fund Code" and "Reviewed" stamps, entering the appropriate class on the "Fund Code" line. S/he forwards the invoice to the relevant project lead for review. The project lead reviews the invoice and, if s/he confirms the work has been done satisfactorily, forwards the invoice to the Program Manager for approval. The Manager confirms work has been done according to scope of work and budget in the contract, indicating approval by signing and dating the "Reviewed" stamp.
- After the invoice has been approved by the relevant Program Manager, s/he returns the invoice to the Finance and Operations Manager, who enters the invoice in QuickBooks.
- Payment terms for subcontractor invoices are specified in the relevant contract. If the invoice is to be paid via a reimbursable award, and if the funder can be invoiced and make payment to the Estuary Partnership quickly enough to satisfy those payment terms, then the invoice is held until payment is received from the funder, after which the invoice is routed through the typical invoice payment procedure. Otherwise, the invoice is immediately placed in the typical invoice payment procedure; this may mean first paying the subcontractor, and then requesting reimbursement from a funder, especially for funders who accept only quarterly invoices.

Entering Accounts Payable into QuickBooks

- Click on the “Enter Bills” icon on the QuickBooks icon bar.
- Choose the vendor in the “Vendor” field. If this is a new vendor, QuickBooks will prompt you to set them up as a new vendor.
- Enter the invoice date, reference number, amount, and due date.
- Enter a brief memo in the “Memo” field.
- In the “Account” field choose the correct expense account. See account coding below for help.
- In the 2nd “Memo” field enter a brief description (this appears on the detail by transaction report).
- If it is a subcontractor invoice, use the pull down menu to choose the contract # in the “Customer” field. If it is not a subcontractor invoice, leave this field blank.
- In the “Class” field, choose the appropriate unique funding agreement.
- Save and Close (or Save and New, if there is more than one bill to enter)

The screenshot shows the 'Enter Bills' window in QuickBooks. The window title is 'Enter Bills (Editing Transaction...)'. It features a search bar for help questions and a 'How Do I?' button. The main area is divided into 'Bill' and 'Credit' sections, with 'Bill' selected. A 'Bill Received' checkbox is checked. The bill details include: Vendor: OfficeMax - A Boise Company; Date: 01/23/2009; Ref. No.: invoice # 134714; Amount Due: 82.47; Bill Due: 02/02/2009; Address: OfficeMax Contract Inc., 75 Remittance Dr #2698, Chicago, IL 60675-2698; Terms: (blank); Memo: wrist pads, planner, organizer. Below the bill details is a table for 'Expenses' with a total of \$82.47 and 'Items' with a total of \$0.00. The table has columns for Account, Amount, Memo, Customer:Job, Billable?, and Class. One entry is shown: Account: 530 · Office Supplies, Amount: 82.47, Memo: wrist pads, planner, organizer, Customer:Job: (blank), Billable?: (blank), Class: EPA Base 3. At the bottom, there are buttons for 'Clear Splits', 'Recalculate', 'Save & Close', 'Save & New', and 'Clear'.

Expense Account Coding

A vendor invoice is coded to an expense account when it is entered into QuickBooks (invoices also can be coded to asset/liability accounts – e.g., prepaid insurance). Vendor invoices may be split between several expense accounts. Invoices shall be coded to the correct expense account.

The Finance and Operations Manager runs monthly profit & loss statements to double check that invoices were coded to the correct accounts.

Appendix A provides a chart of expense accounts and which expenses shall be tracked in each account.

Check Preparation

Once the bills are entered into QuickBooks for payment, there are two steps to prepare checks: “pay bills” and “print checks”. All bills are paid from the Estuary Partnership’s main checking account.

- Click the “pay bills” icon from the QuickBooks icon bar.
- Enter a “check mark” for each bill that has been approved and needs to be paid
- The “Payment account” field will default to Checking-Federal – check to confirm this.
- Confirm the “Payment Date” is correct.
- Make sure “To be printed” is checked.

- Once all payments have been selected, select Pay Selected Bills (bills to the same vendor will be combined on one check. If separate checks are necessary, you must go through the Pay Bills process again to select each bill separately)
- Select Print Checks (if you are not ready to print checks, click Done, you can then print checks later using File-Print Forms-Checks)
- Confirm the bank account (Federal) and that the beginning check number is the next blank check (checks are kept by the Executive Director and need to be requested)
- Load the checks in the printer
- Choose “OK” on the print screen

Once checks are printed, the Finance and Operations Manager marks each invoice Paid and delivers the checks, invoices and backup to the Executive Director for signature. Checks for more than \$14,000 require two signatures and are presented to the Executive Director in a separate colored folder. The Finance and Operations Manager shall contact the second signer in a timely manner. The Executive Director will return the signed checks to the Finance and Operations Manager for copying and mailing.

Copies of checks and their invoice backup are filed by the Finance and Operations Manager in the vendor files.

Pay Bills (Editing Transaction...)

Select Bills to be Paid

Due on or before: 02/02/2009

Show bills: Show all bills

Sort Bills By: Vendor

<input checked="" type="checkbox"/>	Date Due	Vendor	Ref. No.	Disc. Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
<input checked="" type="checkbox"/>	01/10/2009	Cowlitz Indian ...			30,414.08	0.00	0.00	30,414.08
<input checked="" type="checkbox"/>	01/15/2009	CREST			78,873.08	0.00	0.00	78,873.08
<input checked="" type="checkbox"/>	01/23/2009	CREST			2,084.73	0.00	0.00	2,084.73
<input type="checkbox"/>	01/26/2009	CREST			914.43	0.00	0.00	0.00
<input type="checkbox"/>	01/26/2009	CREST			1,184.26	0.00	0.00	0.00
<input checked="" type="checkbox"/>	12/28/2008	EcoLogic			9,302.00	0.00	0.00	9,302.00
Totals					229,999.04	0.00	0.00	120,673.89

Clear Selections

Discount & Credit Information for Highlighted Bill

Vendor: **CREST** Terms: Number of Credits: **0**

Bill Ref. No.: Sugg. Discount: **0.00** Total Credits Available: **0.00**

Go to Bill Set Discount Set Credits

Payment Account: 100 - Checking-Federal Ending Balance: -62,740.31

Payment Method: Check To be printed Assign check no.

Payment Date: 01/23/2009

Reduce data entry - pay bills and invoices with QuickBooks Bill Pay. [Learn more](#)

Pay Selected Bills Cancel

Employee Reimbursement Requests

The Estuary Partnership reimburses employees for expenses as outlined in Part 1 Section 3.4 Employees submit a Reimbursement Request (located in L:\Administration\Forms & EE Operating Tips\Reimbursement Form 2017.xlsx) and with proper backup to their supervisor for approval. Employee reimbursement requests are processed as invoices; the procedure outlined in 2.1 is followed.

3. Payroll and 401K Processing

Payroll Procedure

The Estuary Partnership contracts with Intuit for payroll. The payroll period is two weeks ending on Friday (26 payrolls per year). Pay day is the following Wednesday.

- Each employee prepares and submits a timesheet to their supervisor by the end of the Thursday immediately preceding the last day of the pay period; if an employee's Friday schedule is as yet unclear, she/he submit the timesheet as soon as possible on Friday.
- The supervisor reviews and approves in writing all timesheets.
- The Accounting and Operations Assistant or the Finance and Operations Manager prepares the payroll prep sheet for the period with timesheet data and any changes to payroll; the Finance and Operations Manager confirms any benefit and salary changes. The data are then forwarded to the Executive Director for review and approval.
- The Accounting and Operations Assistant or the Finance and Operations Manager enters the timesheets into the QuickBooks timesheets section of Payroll by customer/job and class.
- The Finance and Operations Manager maintains timesheet files.
- The Accounting and Operations Assistant or the Finance and Operations Manager completes the payroll submission to Intuit, stamps payroll reports for review, and delivers them to the Executive Director for signature. (Payroll entry procedures are here: [..\..\Finance & Accounting\Payroll Tracking\Quickbooks Assisted Payroll Notes.docx](#))
- The Finance and Operations Manager files the payroll reports in binders kept in her/his office.

Payroll Allocation.

Estuary Partnership staff are supported by different funding sources. Payroll and benefits allocations for administrative and management staff, who typically perform a consistent set of duties over a long-time frame, are determined by the Executive Director. For other staff, especially program staff whose time on any given project varies widely, allocations are determined by the employee's project-specific worked hours as indicated on her/his timesheet for each pay period. Employees should include actual hours worked away from the office including travel time and teleworking on their timesheets, allocated to specific projects, or as directed.

401K Contributions Processing

The Estuary Partnership offers eligible employees deferred compensation and an employer contribution to a 401K retirement plan. The Finance and Operations Manager keeps track of eligibility and processes the applicable forms with employees. The Finance and Operations Manager transfers deferrals and the employer contribution on each pay date to the retirement plan.

The Estuary Partnership contracts with The Retirement Plan Company (TRPC) for administration of the retirement plan. Each pay period, as part of the payroll process, the Accounting and Operations Assistant or Finance and Operations Manager prepares a spreadsheet that will be uploaded to the TRPC system. The spreadsheet lists each current employee, specified demographic information for each, and includes for that period, the following for each employee:

- Number of paid hours,
- Current pay,
- Employee deferral amount, if any,
- Employer "safe harbor" (3%) contribution, if eligible, and
- Employer "profit share" (7%) contribution, if eligible.

The spreadsheet resides in the Finance & Accounting\401K Calculation folder. It includes only active employees; once a terminated employee has been reported (via the entry of a termination date in the spreadsheet), the following period that employee is deleted from the report.

Before the pay date, the Executive Director reviews the Payroll Prep sheet, which includes reported employee hours and any payroll changes that have been calculated for the pay period. Following Executive Director

approval, the Accounting and Operations Assistant or Finance and Operations Manager logs in to the TRPC website as a sponsor and uploads this spreadsheet. After the upload, TRPC sends an e-mail message to the Executive Director with a Data Validation Processing Report. This report indicates that funding for the 401k plan has been initiated via ACH and will be remitted to Charles Schwab, the Custodian/Trust Company. A copy of the spreadsheet and the Validation Report are submitted to the Executive Director with the rest of the payroll documents; she/he reviews and signs these, and they are filed in their respective binders. Once the funds have been received by Schwab, a confirmation e-mail message is sent to the Finance and Operations Manager; this confirmation is printed and filed in the Schwab AP file. Specific instructions for this process are found in the Payroll Entry Procedures cited earlier.

Use of Workers Compensation Class Codes for Payroll Tracking

The Estuary Partnership's workers' compensation insurance policy includes several classification codes that have been assigned by the insurer. These assigned codes attempt to capture the activities performed by Estuary Partnership employees. Each of these class codes applies to at least one work activity.

As part of the Estuary Partnership's regular time and payroll tracking procedure, every employee is required to track and report her/his worked hours using these workers' compensation class codes, as described below. The table below lists the class codes that appear on the Estuary Partnership's workers' compensation insurance policy. The table also provides a list of activities that fall within each code.

Class Code

	Activity or Work Setting
2697	Canoeing or other on-water activity
0124	Planting at a restoration site, on a fieldtrip, etc. Removal of invasive species Physical presence at a restoration site or other location where construction is occurring
8602	Surveying Hiking or other outdoor fieldtrip that does <u>not</u> involve construction or tool use Physical presence at a restoration site where construction is <u>not</u> occurring
8742	Teaching in a classroom or other indoor location Work-related travel
8810	Office work
9402	Beach cleaning

Using this table for reference, each employee should track and record each worked hour under the most appropriate class code.

Time worked under any given code should be rounded to the nearest half-hour and recorded on the employee's bi-weekly timesheet.

For each day and for each payroll period, the number of "regular" hours recorded in the "Activity" section (at the top of the timesheet) should equal the number of hours recorded in the "WC Activity Tracking" section (toward the bottom of the timesheet).

The WC Activity Tracking section of the timesheet **does not** include time recorded for vacation, sickness, holiday, personal holiday, or administrative leave, whether paid or unpaid.

Prior to signing an employee's time sheet, each supervisor shall ensure that the employee is appropriately classifying her/his work hours.

The Finance and Operations Manager, on a schedule determined by the insurer, shall periodically prepare and submit payroll reports that capture all payroll that is subject to a Workers Compensation insurance premium. The insurer will specify report parameters, which typically require that subject payroll be sub-divided by Workers Compensation class code so that payroll within each specific class code may be assessed the appropriate insurance premium.

4. Bank Accounts/Asset and Liability Accounts

Bank Account Reconciliations

Bank and financial institution account reconciliation statements must be opened first by a designated member of the Board of Directors.

Bank Reconciliations are done monthly by the Finance and Operations Manager and approved by the Executive Director.

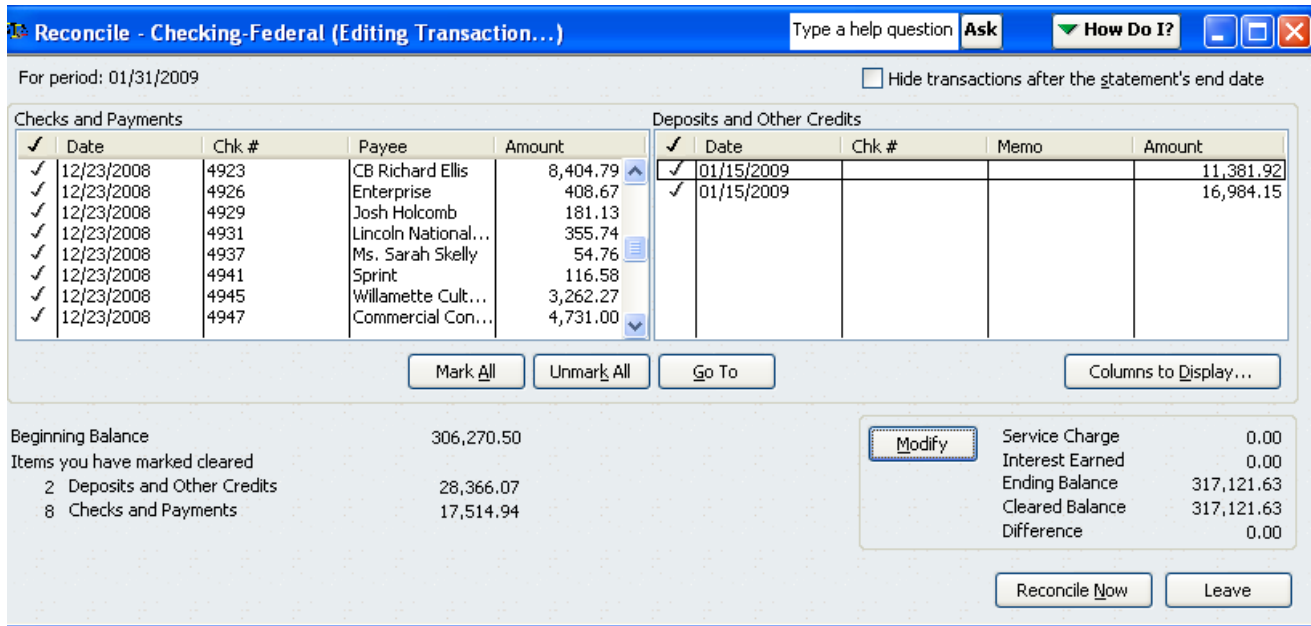
- Upon receiving the bank statements in the mail, the Finance and Operations Manager or Executive Assistant contacts the Secretary | Treasurer, or other Officer of the Board of Directors. **The bank statements are not opened by employees.**
- The Board member opens the bank statements, reviews, and signs them.
- The Finance and Operations Manager reconciles the bank statements in QuickBooks and prints reconciliation reports for each bank account.
- The Finance and Operations Manager stamps the reports and forwards them to the Executive Director for review.
- The Executive Director reviews and signs the statements/reports and returns them to the Finance and Operations Manager for filing by fiscal year. Prior statements are filed in the archives after the audit for that year is completed.

Reconciling Bank Statements in QuickBooks

- From the QuickBooks menu bar, click on “Banking” and choose “Reconcile” from the drop down menu.
- On the “Begin Reconciliation” screen choose the bank account that is being reconciled.
- The beginning balance will fill in automatically from the previous reconciliation; confirm the beginning balance agrees with the beginning balance on the new statement. Enter the ending balance from the bank statement.
- When reconciling the Money Market account, enter the interest earned amount, “Interest Income” in the account field and “Unrestricted” as the class.

- Click “Continue”.
- The next screen is the Reconcile screen. Put checkmarks next to all the checks and deposits that show up on the bank statement.
- If there is something on the bank statement that does not show up in QuickBooks, it can be entered now (you don’t have to leave the reconcile screen).
- If there is something in QuickBooks that is not on the bank statement, the transaction has not cleared the bank yet.
- When all checks and deposits are clicked the “Difference” should read \$0.00. If it’s not \$0.00, go back through the bank statements to locate and correct the discrepancy.
- When the difference equals \$0.00, click the “Reconcile Now” button.

- QuickBooks will bring up a print screen.. Print both a summary and detail report. These reports shall be attached to the bank statements when submitted to the Executive Director for review and then filed as outlined in Part 2 Section 4.1.



Reconciling Asset and Liability Accounts

Each quarter, the Finance and Operations Manager shall reconcile all asset and liability accounts in QuickBooks. Examples of these accounts include Prepaid Insurance and Health Insurance Payable. Reconcile each account’s register and verify the transactions are coded correctly. The balance of these accounts shall equal the amount actually owed (if a liability account). For example, Health Insurance Payable shall represent the amount the Estuary Partnership owes the insurance company as of the current date.

Fixed Assets and Depreciation

The Estuary Partnership capitalizes assets with a useful life of greater than one year and whose value at purchase is \$5,000.00 or more. Acquisition of assets purchased for less than \$5,000 is reflected in expense accounts (Furniture and Fixtures, Office Supplies, Repairs and Maintenance/Computer, etc.). See Appendix A for a list of what shall be included in each expense account.

Depreciation is recorded annually. In preparing for the annual audit, the Finance and Operations Manager maintains a depreciation schedule and calculates the appropriate depreciation for the fiscal year ending and creates a journal entry posting depreciation to the appropriate account, with “depreciation” in the memo field.

Petty Cash

The Estuary Partnership keeps petty cash available for the purchase of small supplies or other appropriate miscellaneous expenses. Petty cash is kept locked by the Finance and Operations Manager. The Finance and Operations Manager shall regularly record any such expenses in the QuickBooks Petty Cash account; s/he also shall collect receipts from petty cash users and maintain those receipts in conformity with the Estuary Partnership record retention policy. The Finance and Operations Manager shall reconcile the petty cash account on at least a quarterly basis and shall provide the Executive Director with a quarterly summary from QuickBooks of petty cash usage.

Cash Flow and Bank Accounts

The Estuary Partnership has a checking account, a demand deposit account, and a safe deposit box with First Interstate Bank. The checking account is the operations account; all Estuary Partnership expenses are paid from this account.

Because funds in the checking account may not be insured under FDIC policy, the balance of the checking account is administratively capped at \$30,000. At the end of each business day, any balance above \$30,000 is automatically transferred to a “repo” account that is backed by U.S. Government securities. Likewise, if the checking account balance is less than \$30,000 at the end of a business day, funds are automatically transferred overnight from the repo account to bring the checking account balance back up to \$30,000 by the following business morning.

If the need to transfer funds from one account to another account arises, such as to meet new payment requirements or to maximize the portion of Estuary Partnership funds that are insured, the Finance and Operations Manager and the Executive Director are authorized to transfer funds from one account to another. All transfers shall be approved by the Executive Director and then executed by the Finance and Operations Manager. The Finance and Operations Manager maintains documentation for each transfer in a file folder at his/her desk. The Finance and Operations Manager shall notify the Executive Director at least one month in advance if a cash flow transfer is necessary. Transfers can be done through online banking outlined in the following section. The Finance and Operations Manager shall communicate with bank staff as needed to remain abreast of potential changes in the banking industry that could affect the degree to which Estuary Partnership funds are insured under FDIC limits; s/he shall immediately bring to the Executive Director’s attention any such changes. As needed, the Executive Director may establish appropriate accounts with other banks, particularly to maintain the portion of fully insured Estuary partnership funds.

Internet Access to Bank Accounts

The Estuary Partnership’s First Interstate Bank checking and money market accounts are accessible via the internet. To access:

- Go to <https://www.firstinterstatebank.com/>
- Enter internet banking ID and Password
- Scroll down the account listing to select the account to view

5. Financial Reporting & Annual Audit

Monthly Financial Statements

The Finance and Operations Manager prepares and updates a monthly "tracking sheet" for all awards. These reports include budgets, actual expenses to date, and, if possible, projections through the end of the award period. These reports are located in [..\..\Contracts](#)

The purpose of these reports is to accurately track expenses and thereby help the Executive Director and other program staff meet deliverables per terms of the award and within the award period. Each month, the Finance and Operations Manager updates the Actual and Projected columns of these reports from a profit and Loss statement (filtered by funder) in QuickBooks. The Budget column remains the same and the Total and Balance Columns are self-calculating.

	A	B	C	D	E	F	G
1	OWEB 07-09						
2							
3							
4		7/1/07-6/30/09	7/1/07-4/30/09	5/1/09-6/30/09	7/1/07-6/30/09	6/30/09	
5		Budget	FY08 To-Date	Projected	Total	Balance	
6	EXPENDITURES						
7							
8	PERSONNEL SERVICES						
9	Dir of Stewardship Programs	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
10	Fringe	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
11	Stewardship Programs Manager	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
12	Fringe	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
13	Environmental Educator	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
14	Fringe	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
15	Environmental Educator	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
16	Fringe	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
17	Environmental Educator	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
18	Fringe	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
19	Total Personnel (Salary, Taxes, Bene	\$0.00	0.00	0.00	0.00	0.00	
20							
21	DIRECT SUPPLIES & OVERHEAD						
22	Project Supplies or Equipment	\$0.00	0.00	0.00	0.00	0.00	
23	Ground Transportation/Vehicle Rental	\$0.00	0.00	0.00	0.00	0.00	
24	Printing	\$0.00	0.00	0.00	0.00	0.00	
25	Overhead (10% of personnel)	\$0.00	0.00	0.00	0.00	0.00	
26	<i>Total</i>	\$0.00	0.00	0.00	0.00	0.00	
27							
28	TOTAL EXPENDITURES	\$0.00	0.00	0.00	0.00	0.00	
29							
30							
31							

Quarterly Financial Statements

The Finance and Operations Manager prepares quarterly financial statements for the Executive Director and Executive Committee. Draft quarterly reports are due to the Executive Director at least two weeks prior to the Executive Committee meeting. The quarterly finance report displays the biennial budget, budget-to-date, actuals-to-date, and projected biennium-end totals by program (Operating/Technical/Community Programs). To prepare the quarterly financial statements:

- Open the most recent finance report located in [..\..\Finance & Accounting\Finance Reports](#) (organized by fiscal year) and "save as" to the current end date for the report.
- Change all the dates on the top of each column to reflect the current quarter.

- For each program (Operating/Technical/Community Programs) the first column is the total budget and does not change.
- The second column is the budget to-date and is changed to reflect a % of where we are in the biennium (i.e., after one year this column shall represent the total budget number times 50%).
- The third column is actual amounts from the beginning of the biennium to the last day of the quarter just ended. QuickBooks Profit & Loss reports provide data to complete these for each program (there is an icon for each one on the QuickBooks icon bar).
- The fourth column is manually updated each quarter and reflects the best current projection for the entire biennium.
- The Finance and Operations Manager reviews the report with the Executive Director.
- After the review, the Finance and Operations Manager finalizes the quarterly report and provides a copy to the Executive Director for presentation to the Executive Committee.

Subawards

While it is not the practice of the Estuary Partnership, the Estuary Partnership will, as required by the Federal Funding Accountability & Transparency Act (FFATA), as a prime recipient shall report subawards where the obligations are equal to or greater than \$25,000 in federal funds. If a subaward is initially funded at less than \$25,000, the prime recipient does not have to report the subaward in the Federal Subaward Reporting System (FSRS). However, if the prime recipient subsequently provides additional funding to increase the subaward amount to \$25,000 or more, the subaward must be reported in the FSRS. The Estuary Partnership will report subawards specific to each assistance agreement.

The Estuary Partnership will not subdivide subawards equal to or greater than \$25,000 into smaller subawards to circumvent FSRS reporting requirements. The Estuary Partnership will follow OMB guidance regarding FFATA related requirements, available at 2 CFR Part 170.

Annual Financial Statements/External Audit

The Estuary Partnership undergoes a full independent audit and, as needed, a federal UGG (formerly A-133) review annually. The annual audit is scheduled by the Executive Director and the Finance and Operations Manager, typically for late August. After the audit is scheduled, the auditor provides a list of items that need to be prepared for the audit. The Finance and Operations Manager provides the materials and makes them available as required by the auditor. The auditor typically is on site for 3-5 days. The Finance and Operations Manager shall be available to provide the auditor with any additional requested information. When the audit is complete, the auditor will provide the Finance and Operations Manager and the Executive Director a draft of the audit and management letter for review. When a final draft is approved, the auditor will bind the audit and deliver required copies to the Executive Committee. The auditor shall present the audit to the Executive Committee in person. The Executive Committee acts as the Audit Committee for the organization, accepting the auditor's findings in the form of audited financial statements. In addition, a UGG audit is prepared if the organization receives more than the triggering annual threshold in federal funds. The Finance and Operations Manager retains the audit files, including all background information. The Finance and Operations Manager makes adjusting journal entries in QuickBooks as directed by the auditor and confirms that the Estuary Partnership onsite financial statements align with the audited financial statements for each fiscal year. After the audit is completed and all journal entries are entered into QuickBooks, the Finance and Operations Manager closes the fiscal year in QuickBooks via password protection to ensure no changes are made.

Information and Tax Returns

The Finance and Operations Manager is responsible for ensuring that tax returns and other information are filed as required.

- **UGG** – as part of the annual financial audit, the auditors will prepare an UGG report for the Finance and Operations Manager to file.
- **Tax returns** – upon completion of the annual financial audit, the auditors deliver the audited financial statements to the accountant for tax return preparation. The auditor will work with the Executive Director and Finance and Operations Manager to review a draft of the return before it is filed with the IRS.
- **CT-12** – the accountant prepares the CT-12 along with tax returns for the Finance and Operations Manager to file with the Oregon Department of Justice.
- **Corporate Annual Reports** – the attorney for the Estuary Partnership receives the State of Oregon Corporation Division Annual Report and forwards it to the Executive Director for processing.
- **1099s to Vendors** – the Finance and Operations Manager prepares 1099s for vendors by the due date of each year. Data for the 1099 preparation is available by running a 1099 report in QuickBooks.
- **Payroll taxes** – the payroll company that the Estuary Partnership uses, Intuit, is responsible for filing all payroll tax returns and issuing W-2s to employees at the end of each calendar year.

Annual 5500 Return

At the end of the retirement plan year, which currently is a calendar year, the Finance and Operations Manager completes an employee census for the retirement plan administrator. The census is used to calculate the organization's annual 5500 return. Retirement contribution data for the census are found in QuickBooks using the 401K retirement expense account, and salary data are available from Intuit year-end reports.

Appendix A – Expense Account Coding¹

Expense Account	Description
Project supplies and equipment	Any supplies/equipment purchased for the Community Programs or Technical program. Does not include general office supplies.
Bus Transportation (Students)	Bus transportation for Community Programs.
Travel	Airfare, Hotel, per diem, and incidentals.
Office Supplies	General office supplies (pens, paper clips, paper).
Postage	Postage meter and shipping.
Conference/Training/Work Fees	Registration fees to attend conference/workshop/professional training.
Telephone	CenturyLink/AT&T phone charges.
Legal Notices & Advertising	Employment advertising/RFP advertising/other advertising.
Copying	In house copier costs and outside copying.
Dues & Subscriptions	ANEP dues/ newspaper subscriptions etc.
Facilities	Rent.
Ground Transportation	Car rental/gas/parking/mileage reimbursement.
Repairs & Maintenance/Computer	Technology purchases (computers/software), repairs.
Professional Fees	Bank/credit card charges, taxes.
Insurance	Insurance premiums - D&O, liability, crime, etc.
Facilitator	Facilitator expenses.
Computer Maintenance	Information Systems consultant.
Accountant	Auditor fees.
Legal	Attorney fees.
Meeting Expenses	Supplies for Board meetings and other meetings.
Special Projects	Any special projects/events (Science to Policy, CREC) that come up through the biennium (annual dinner expenses do not go here).
Graphics	Graphic design work.
Printing	All printing expenses, not copying.
Special Events	All annual dinner expenses**.
Subcontractors	Any work performed by a subcontractor.
401K Contrib Expense ER	Employer portion of 401K.
Gross Wages	Employee gross salaries.
Employee Benefit	Benefit allowance provided to employees.
Social Security/Medicare PR Tax	The Estuary Partnership portion of FICA.
Oregon Unemployment Tax	OR SUI.
Worker Ben Fund Expense	Employer portion of WBF from paycheck.
Payroll Service Fees	Intuit/Flexible Spending/Life insurance fees.

¹ This account is used for all annual/dinner expenses. For example, if there is a printing expense attributed to the annual event it shall be coded to Special Events, not Printing. This allows us to tally all expenses for the annual event in one place.

Appendix B – Instructions for Funder Invoices

Bonneville Power Administration Invoicing:

- In QuickBooks, run a Profit & Loss by class report for the time period to be invoiced.
- Click on “Modify Report”, select the Filters tab and click on “Class”.
- Select the appropriate BPA class--Habitat, Monitoring, etc.. Click OK.
- Double-click on the “Total Expense” number to get a Transaction Detail report.
- Open the tracking sheet for the appropriate BPA program (Hab/Mon/) located in [..\Contracts](#)
- Fill in the tracking sheet with numbers from the profit and loss by class report.
- Personnel, Project Supplies, Travel, Ground Transportation and Outside Contracts and Services come directly from the Transaction Detail report. Hours for composite hourly computation come from the Time By Name report.
- Facilities and Office Supplies typically remain the same month after month (total divided by the number of months covered by the contract).
- Indirect costs should self-calculate based on personnel costs.
- When the tracking sheet is complete, open [..\Finance\Invoices](#) and open the last invoice for appropriate program (Hab/Mon).
- Change the dates on the invoice, assign the next invoice number, and go to “File: Save as” to save it as a new invoice.
- Fill in the invoice by using the completed tracking sheet. The total invoice amount shall equal the total amount on the bottom of the tracking sheet.
- Attach the Program Manager’s cover letter addressing monthly activities and send the BPA invoice to BPA with **copies** of the subcontractors’ invoices and receipts for project supplies, mileage reimbursement requests and/or journal entries, and any other required back-up.
- Make a copy of the full invoice (attachments can be scanned but don’t need to be printed);, attach the original subcontractor invoices. File the packet in the pending invoices folder at the Finance and Operations Manager’s desk.
- Ideally, subcontractor invoices should be paid after payment is received from BPA. If waiting for BPA payment would violate the payment terms of an agreement with a subcontractor, however, the subcontractor invoice should be paid before payment is received from BPA. When subcontractor invoices are released for payment they are included with other invoices and go through the A/P process outlined in Part 2 Section 2.1.
- Copies of all invoices go into the main BPA file.

All other reimbursable grants:

Oregon Watershed Enhancement Board (OWEB) Invoicing:

- In QuickBooks, run a Profit & Loss by class report for the time period to be invoiced.
- Click on “Modify Report”, select the Filters tab and click on “Class”.
- Select Oregon as the class. Click OK.
- Double-click on the “Total Expense” number to get a Transaction Detail report.
- Open the tracking sheet for the OWEB grant located in [..\Contracts\Oregon OWEB Base](#).
- All invoicing transactions are located in this folder.
- Fill in the tracking sheet with numbers from the profit and loss by class report.
- When the tracking sheet is complete, open the personnel invoice for the last quarter.
- Change all dates and other information to reflect the current quarter being invoiced. Go to “File: Save as” to save it as a new invoice with the current dates.
- Fill in the personnel invoice by using the personnel section on the completed tracking sheet.
- Go to the expense tracking spreadsheet for the entire grant period.
- From the Profit and Loss Transaction Detail report, add each expense item to the end of this spreadsheet. Personnel and Indirect costs are entered as one line item each at the top.

- When this spreadsheet is complete, the totals on the last line shall equal the total on the profit & loss report and the OWEB tracking sheet.
- Go to the request for release document for the last quarter.
- Change all dates and other information to reflect the current quarter being invoiced. Go to “File: Save as” to save it as a new invoice with the current dates.
- Fill in the request for release with the current numbers from the expense tracking sheet (the previous requested amounts need to be updated also – do this first by combining the last quarter’s “previous” numbers with the last quarter’s “current” numbers).
- Print and combine the Request for Release, Personnel Invoice, Administration Invoice and Expense tracking spreadsheet in a packet and have the Executive Director sign where necessary (2 places).
- Make copies of any required back-up (currently applies to all travel and any expenses greater than \$250) and combine them with the signed invoice packet.
- Make a copy of the packet for filing in the OWEB master file.
- Send the entire packet (copies of vendor invoices included) to OWEB. There is an OWEB cover letter document in the folder; change the date.
- Enter an invoice for the amount we requested into QuickBooks.
- OWEB pays us electronically and an e-mail notification is received by the Finance and Operations Manager. Print the e-mail message, file it with the packet when payment is received. And stamp the invoice “Paid.”

Washington Department of Ecology Invoicing:

- In QuickBooks, run a Profit & Loss by class report for the time period to be invoiced.
- Click on “Modify Report”, select the Filters tab and click on “Class”.
- Select Washington as the class. Click OK.
- Double-click on the “Total Expense” number to get a Transaction Detail report.
- Open the tracking sheet for the Washington grant located in [..\Contracts\Washington Ecology Base](#)
- Fill in the tracking sheet with numbers from the profit and loss by class report.
- When the tracking sheet is complete, log on to EAGL (the Secure Access Washington web portal) and enter the invoice.
- Download the Expenditures Report from EAGL, format it for easy viewing, print it, and have the Executive Director review and approve it. Scan all required back-up documents.
- Make a copy of the packet for filing in the Washington Ecology master file.
- Upload the invoice packet in EAGL, and submit the invoice as part of the quarterly Payroll Request and Progress Report.
- Enter an invoice for the amount we requested into QuickBooks.
- Washington Ecology pays us electronically and an e-mail notification is received by the Finance and Operations Manager. Print the e-mail message, file it with the packet when payment is received, and stamp the invoice “Paid.”.

NOTE: OR/WA files in the [..\Contracts](#) folders are in folders named with the date for the grant period.

Entering Journal Entries for OWEB, Washington Ecology, and other Funders:

At the close of the fiscal year, the Finance and Operations Manager enters one or more journal entries into QuickBooks to account for administrative/operations/indirect costs that have been billed to funders but not yet recorded as expense in QuickBooks. These entries move such costs from the EPA Base grant to other grants. For example, on the OWEB Grant if we charge \$1,000 for administration, that \$1,000 needs to be applied to these expense accounts for OWEB. So the journal entry could look like this:

This transaction moves \$750 out of EPA and into OR for facilities and \$250 out of EPA and into OR for Ground Transportation.

The Finance and Operations Manager decides the split between accounts based on budgeted amounts for each expense account. Each publicly funded award should show a net of zero by its termination; all revenue recorded for administrative/indirect/operation costs must be offset by recorded expenses.

Previous Next Print... History

Date: 02/03/2009 Entry No.: OWEB3

Account	Debit	Credit	Memo	Name	B..	Class
540400 · Facilities		750.00	OWEB Admin Costs			EPA Base 3
540400 · Facilities	750.00		OWEB Admin Costs			Oregon Base 4
540450 · Ground Transportation		250.00	OWEB Admin Costs			EPA Base 3
540450 · Ground Transportation	250.00		OWEB Admin Costs			Oregon Base 4

Save & Close Save & New Clear