



November 18, 2013

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Policy Manual Changes

Item Description

This item requests Board of Trustees approval of Policy Manual changes.

Overview and Background

In response to the Operational Audit for the period ended June 30, 2013 performed by the Office of the Auditor General, Finding Number 1, the College has modified DBOT Policy 09-03 to remove all references to electronic funds transfers. The College has developed a new DBOT Policy 09-06 to address the requirements of Section 1010.11 and Chapter 668, Florida Statutes, as they relate to electronic funds transfers.

Past Actions by the Board

Policy 09-03: Revision approved by Board 01/17/2012.

Funding/Financial Implications

No funding required.

Staff Resource

Teresa Smith

Recommended Action

The Board approve the addition and revision to TCC's Policy Manual

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Receipts and Disbursements	NUMBER: 09-03
AUTHORITY: Florida Statute: 215.45; 215.47; 215.85; 1001.64; 1001.65; 1010.02; 1010.11:668 Florida Administrative Code: 6A-14.0261; 14.0541; 6A-14.0734; 6A-14.075; 14.0765 Federal Manual: Section 57-314, Subsection (b)(2) Chapters 30, 31, 32, 34, 35, 38 U.S.C., or Chapter 106, U.S.E.	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 09-03AP: Receipts and Disbursements
DATE ADOPTED: 12/01/97; Revised 5/17/10; 1/17/12	

All funds will be receipted and deposited in appropriate accounts. The College bank depositories shall be in the name of the District Board of Trustees, Tallahassee Community College, ~~Florida~~, and shall be approved by the Board.

All money drawn from a depository shall be upon a numerically controlled check signed by two persons who are authorized by the Board and adequately bonded.

The Board authorizes by electronic or other medium, as provided in 215.85 FS or 6A-14.075 FAC, the receipt or transfer of public funds to, from, or within its established bank accounts for purposes of investment, payment of College expenses, or direct deposit of funds provided that adequate internal control measures are established and maintained.

A. Receipting of All Funds Received

All funds will be deposited intact in a designated depository as soon as is practicable.

B. Receipts and Deposit of All Collected Funds

The Cashiers Office is the only department authorized to make College deposits in the designated depositories, and shall make daily bank deposits during work hours.

C. Disbursing of Funds

All checks drawn against the College shall be signed by two of the following: the President, the Vice President for Administrative Services, the Assistant Vice President for Administrative Services, or the Director, Budget and ~~General Services~~Cost Analysis.

~~The electronic disbursement of funds by the College shall be in accordance with the provisions of chapters 215 and 668, Florida statutes.~~

D. Petty Cash Fund

A petty cash fund is authorized for reimbursement for certain approved purchases, but is not authorized for advance payments.

E. Investment of Funds

The investment of funds by the College shall be in accordance with the classification of funds in the Accounting Manual for Florida's ~~Public Community Colleges~~College System.

1. Current funds, plant funds, and agency funds may be invested as authorized in 218.415 FS. These funds may be invested with the State Board of Administration.
2. Funds due the Board may be placed for investment in its account with the State Board of Administration or another State investment pool account, rather than be deposited.

F. Student Refunds – Administrative Error

The Business Office is authorized to refund fees to students in the case of administrative error, death of a student, or other extenuating circumstance deemed justified. Each refund shall be documented and authorized by the Assistant Vice President for Administrative Services or the Vice President for Student Affairs. Refunds shall not be made to students who have outstanding financial obligations.

G. Uncollectible Delinquent Accounts

All student fees that are determined to be uncollectible shall be presented to the Board of Trustees for approval to be charged off the books. Generally, accounts shall be deemed uncollectible after ~~one~~two years.

H. Delinquent Student Accounts

Students who have a delinquent account (for example, dishonored checks, short term loan, Foundation obligation, promissory note, or other financial obligation past due) shall have a

financial obligation notation placed against all records so that transcripts will be held. The student cannot register or receive a degree or certificate until the obligation is removed.

If a student has a previous dishonored check, the ~~Vice President for Administrative Services is authorized to require~~ student is required to pay for subsequent registrations with cash, money order, certified check, debit card, or authorized credit card.

I. Deferment of Fees

The President or designee is authorized to establish and operate internal administrative deferment fee codes for the purpose of deferring student fees for which a written promise of payment is made by a state and/or federal agency, private business, etc.

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**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Electronic Funds Transfers	NUMBER: 09-06
AUTHORITY: Florida Statutes: 1010.11; 668	SEE ALSO:
DATE ADOPTED:	

A. Policy Statement

This policy sets forth guidelines which apply to all financial transactions performed using an electronic medium, which results in a transfer of ownership of funds from one depositor to another, as required by Section 1010.11, Florida Statutes. Any such transaction is termed “Electronic Funds Transfer” (EFT), and is performed for purposes such as direct deposit, wire transfer, withdrawal, investment or payment. EFTs can be made via Automated Clearing House (ACH) or wire transfer. This policy is designed to protect the assets of the College and the integrity of the data.

B. Establishment of Necessary Controls and Standards to Govern Electronic Transfers of Funds

The following procedures have been established to ensure the appropriate accountability of EFTs:

- A. Accounting practices for electronic transfers adhere to appropriate accounting standards.
- B. Financial information being transmitted electronically is sent using an appropriate level of security.
 - a. The College has provided to the disbursing bank a list of the names and titles of persons authorized by the College to perform EFT transactions, including wire transfers. All ACH transmissions are confirmed by the bank through a confirmation email upon receipt and processing of the file.
 - b. EFT requests made to the bank are regulated by the use of personal identification numbers (PINs) and a designated security administrator.

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- C. Sensitive data, including passwords and any other similar data whose compromise would have a material negative impact, is stored in a secure format.
 - D. All electronic transactions shall be serially assigned by the accounting system to provide documentation necessary for post-audit.
 - a. Banking reports are daily reviewed by the Business Office staff for unauthorized ACH transactions.
 - b. Reconciliation of all EFTs are completed by using banking and general ledger analysis. Research and resolution of any reconciling items occur on a monthly basis.
 - E. Access to all electronic transactions or applications are limited to a minimal number of College personnel.
 - F. Electronic transfers of College funds occur only for lawful purposes in accordance with Board policy and state laws.
 - a. Requests for EFTs require approval by an authorized representative who is independent from the disbursing department. There will be no instance when one individual will be able to initiate, approve and record an EFT.
 - G. Management will ensure that employees designated to engage in electronic transfers are knowledgeable about this policy and any procedures established in accordance with this policy.

C. Designation of College Employees

The President or the President's designee will identify such College employees who shall be responsible for moving College funds using an electronic medium for the purposes of direct deposit, wire transfer, withdrawal, investment or payment.