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|  | PINAL COUNTY BOARD OF SUPERVISORS Accounting Policies and Procedures |
| | SUBJECT: Establishing Bank Accounts |

PURPOSE:

To ensure compliance with A.R.S. §11-491 which states as follows: “The Treasurer shall keep all money belonging to the state, or to the county, in his possession until disbursed according to law. He shall not place it in the possession of any person to be used for any purpose, or lend, or in any manner use, or permit any person to use, such money except as provided by law.”

POLICY:

Bank or other accounts kept outside of the control of the Treasurer are generally not allowed. In the event that such a need arises and statutory or other authority exists for the establishment of such an account, a request for authorization must be made to the Treasurer and the Director of Finance, indicating the purpose and statutory or other authority for such account. Prior to creation of any such account, formal authorization must be obtained from the Board of Supervisors through formal board action. To ensure proper oversight, any such accounts shall be within the structure of Pinal County’s Servicing Bank, and adequate provisions must be put in place for proper review by auditing authorities and County financial personnel.

PROCEDURE:

Establishing an Account:

Requesting departments will prepare a memo (that includes the Finance Department and Treasurer’s Office comments) for the Board of Supervisors approval that provides information regarding:

1. The operational need that the bank account will meet that cannot be met by the Treasurer’s Office.
2. Verification that the account is consistent with legal, operating, reporting and control requirements of the County.

Once the bank account is approved by the Board of Supervisors the department is responsible for:

1. Establishing the account with the appropriate banking institution;
2. Ensuring that the departments’ appointing authority has approved all authorized signers on the account; and
3. Ensure that the appropriate cash handling procedures are used to manage the bank account.

Maintenance of Account:

1. All changes to signers or the custodian shall be reported to the Finance Department.
2. The departmental bank account custodian must perform bank account reconciliation monthly. Authorized signers shall not perform the bank reconciliation or any other bookkeeping function.
3. The department must maintain monthly bank reconciliations, as well as support for all receipts and disbursements from the account.
4. The year-end bank reconciliation (6/30) must be submitted to Finance as part of the year end closing package.

Attachment A
Pinal County Request for Bank Account Form

Today's Date: _____

Department: _____

Name of Authorized Signers:

Title of Authorized Signers:

Account Custodian:

Custodian's Phone Number

Employee/Title of Employee who reconciles the account (if different from the Custodian):

Type of Account:

Checking: interest bearing non-interest bearing, Savings, Money Market, CD

Purpose of Account – (Explain in detail what the account is used for)

Authority for Account :

Requested by:

Elected Official/Department Director

Reviewed by Finance Department:

Comments, signature and date:

Reviewed by Treasurer's Office:

Comments, signature and date:
