


DEPARTMENT NAME Fiscal		
SUBJECT Vendor Payments		POLICY NUMBER: AP-461
APPROVAL: 	Effective Date: 10/27/2020	REPLACES AP-461 10/16/2016

I. **PURPOSE:** To describe how the Children's Network of SW Florida (CNSWFL) pays vendors in an accurate and timely manner.

II. **REVIEW HISTORY:** Original 5/25/2007 and updated October 16, 2016.

III. **CONTACT:** Chief Financial Officer

IV. **PERSONS AFFECTED:** All Children's Network staff who make vendor payments and vendors who receive payments.

V. **POLICY**

CNSWFL shall endeavor to pay all vendors in an accurate and timely fashion. All employees responsible for vendor payments shall follow the procedures listed below.

VI. **APPLICATION:** All CNSWFL employees who process vendor invoices for payment.

VII. **DEFINITIONS**

Vendors – Suppliers of products or services that CNSWFL uses to conduct business.

VIII. **PROCEDURES**

A. Vendors must submit invoices for the following goods/services directly to the Accounts Payable department to ensure that liabilities are properly accounted for and the necessary reviews and approvals are completed in accordance with **AP-431 Lead Agency Expenditures**. Original invoices are preferred, but emailed invoices will be accepted.

B. Type of Commodities or Services to Purchases

- Office supplies
 - Computer supplies
 - Food supplies
 - Cleaning and kitchen supplies
 - Postage
 - Building and grounds service fees
 - Newspaper advertising
 - Equipment rentals
 - Equipment maintenance/repair
 - Client individual assistance items
 - Public relations
 - Temporary personnel
 - Furniture and fixtures
- C. The accountant and staff who are most immediately responsible processing payments for CNSWFL must comply with the following:
1. The accounts payable section (which should be independent of purchasing, receiving and cashiers) will not directly receive unopened invoices in the mail. The invoices will be opened by someone other than staff that processes invoices.
 2. Accounting Staff will DATE STAMP ALL INVOICES RECEIVED, review the vendor invoice and determine if expenditures are allowable for reimbursement in accordance with 2 CFR 200. No payment will be made without first matching the related requisition or purchase order with a receiving report and ORIGINAL invoice.
 3. Unmatched invoices, requisitions and purchase orders will be investigated in a timely manner to resolve reasons why they are still unpaid.
 4. Invoice price, quantity, and extension will be verified and initialed by the person responsible for verifying the information on each invoice.
 5. Invoices will be reviewed for Florida Sales Tax charges. Children's Network is exempt from sales tax and charges should be adjusted out accordingly and an exemption certificate mailed to the vendor with the payment.
 6. Accounts Payable will review Vendor monthly statements and will reconcile outstanding balances to paid detail on a monthly basis. Those balances that cannot be resolved will be reported to the Chief Financial Officer.
 7. Duplicate copies of invoices should be clearly marked immediately upon receipt to prevent duplicate payments.

8. All invoices that are charges for client related services processed through DCF's FSFN system will require a Form 188 to be printed and attached to the documentation package before processing. A Check Request Form will not be required.
9. All other commodity or services must have a completed Check Request Form that includes the general ledger, sub-account and fund ID number to designate where the item should be charged.
10. Allocation of expenditures between sub-accounts will be completed in accordance with established allocation percentages at the time of invoice processing.
11. Attach the vendor invoice to the Check Request Form along with all supporting documentation.
12. Pending invoices will be forwarded to the originating department supervisor for approval within (2) two business days and immediately returned to Accounts Payable for input and payment. Approvals will be in accordance with **AP 431 Lead Agency Expenditures**.
13. Each vendor invoice will be processed and paid by Accounts Payable according to the available cash flow plan. Children's Network of SWFL will make every effort to pay vendors within the payment terms stated on the invoice. To facilitate this effort, the Accounts Payable office should not hold the invoice for longer than three business days after receipt.

D. Check Disbursement Controls

1. The supply of unprinted check stock will be safeguarded by a person who does not sign checks. A secured location with limited access will be used for storage.
2. All checks will be numbered at the time of printing by the accounting software system.
3. All checks will be imprinted with the statement "Void after 90 days."
4. All local bank accounts should be properly authorized by the Chief Executive Officer and Chief Financial Officer.
5. Voided checks will be stamped "VOID" and signature line mutilated to prevent reuse and kept on file for subsequent inspections.
6. The signing of checks in advance will be prohibited.

7. Two signatures from approved signers will be required on each check disbursed.
8. The Excel Bank Log will be maintained each time a cash transaction occurs.
9. Bank statements and canceled checks will be delivered to the reconciler as assigned by the Chief Financial Officer, unopened. Bank Statements may be obtained online as well.
10. The bank accounts will be reconciled by a person who does not sign checks, prepare the deposit or maintain the checkbook. All check reconciliations will be reviewed and approved by the Chief Executive Officer.
11. Bank statements should be reconciled to both other local bank account records and the general ledger cash control balances, and correcting entries made to all sets of records on a monthly basis.
12. Checks that have been outstanding for more than 90 days will be investigated. Stop payments will be issued and the outstanding check will be voided. Replacement checks will be promptly printed after assurances of a proper payment remains. Vendors who have no valid address will be recorded to the abandoned property account.
13. Someone independent of the check preparation process will control the mailing of the checks and remittance advices.
14. No payments will be made without first matching the related purchase order and original vendor invoice. The Check Register will serve as the approval document to record management approval of disbursing vendor payments. No payments will be released unless this report is reviewed by the Chief Financial Officer or delegated person.
15. Supporting documentation will be stamped “**PAID**” after payment, to ensure that vouchers are not paid twice.
16. Recording entries into the accounting general ledger records will be performed by someone independent of the vouchering process.
17. Access to facsimile signature stamps will be restricted so that persons preparing vouchers do not have access to the stamp. Signature stamps will be secured in a location of limited access.

E. Ombudsman Responsibilities

The purpose of this section is to provide a procedure for foster and adoptive parents to contact a provider ombudsman in the event of delayed or non-delivery of payments. The provider's ombudsman will address and attempt to resolve the issue.

1. The Chief Financial Officer will be assigned the responsibility of conducting and resolving payment issues for foster and adoptive parents.
2. The Chief Financial Officer may delegate this responsibility to accounting staff trained and proficient in vendor relations.
3. The person assigned will record the date, time of call, persons name, contact phone number, date of payment in question and clients name in order to properly research the payment.
4. FSN database will be reviewed to ascertain that an invoice was produced for the time period and client(s) in question.
5. The accounting system invoice history will be reviewed to determine if a payment(s) was completed for the invoice in question.
6. Upon determination if a payment should be done or if a payment was made and the check was lost or not delivered, the invoice(s) will be re-vouchered through the accounting system and paid within five (5) business days.
7. The foster/adoptive parent will be contacted via phone or email to relay the results of the payment research and when the payment could be expected.
8. Accounting staff may insert an optional message with the check payment: IF YOU HAVE PAYMENT QUESTIONS PLEASE CALL 1-239-226-1524 and ask for the Vendor Ombudsman.