

Cash Management Procedure Checklist:

This checklist is for guidance only and does not replace federal, state, or local policy.

	Regulation Citations	Regulation Summary	Guiding questions (These are examples, your procedure considerations are not limited to this list)	Are the regulation requirements addressed? Y or N?
1.	200.302(b)(6)	The financial management system of each non-Federal entity must include written procedures related to payments of federal funds as described in 200.305.	Does your agency have a written procedure regarding requesting and disbursing federal funding to comply with cash management requirements?	
2.	200.305(b)(1), 5101:9-7-02(B&C), 5101:9-7-03(B&C), 5101:9-7-04(B&C)	Minimize the time elapsing between transfer of funds and disbursement.	<ul style="list-style-type: none"> - Does your agency operate on an advance or reimbursement basis? - What is your process to calculate your draw request? - Who is responsible to calculate the draw and enter/approve the draw in CFIS? - Does your agency procedure address how to coordinate draws and disbursements to ensure compliance with cash management requirements? - What is your mechanism to calculate cash on hand 	

			compliance?	
3.	200.305(b)(5)	Use of resources before requesting cash	<ul style="list-style-type: none"> - Does your agency regularly receive program income, rebates and refunds? - How do you identify program income, rebates and refunds? - What processes do you have to ensure these are used before drawing additional cash? 	
4.	200.305(b)(9), 5101:9-7-02(C&D), 5101:9-7-03(C&D), 5101:9-7-04(C&D)	Interest earned on federal advance payments	<ul style="list-style-type: none"> - What is your mechanism or process to identify interest earned on federal advances? - What is your process to track and if necessary reimburse the federal grants for interest earned? 	