

# INTERNAL POLICIES & PROCEDURES OF THE OFFICE

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## GOALS AND OUTCOMES

The following policies and procedures have been established to provide reasonable assurance that financial and non-financial objectives are achieved by the Ohio Commission on Hispanic/Latino Affairs. The policies set the tone for management's commitment to accomplish goals and professional and statutory requirements. This document will provide directions for consistent and timely processing of financial and non-financial transactions, record keeping, public records requests and other.

## POLICIES AND PROCEDURES

### INVOICES (from external sources)

Verification of originality, amount and services/product information.

Original is provided to the Executive Director for approval. The Executive Director shall approve by signature or initializing.

The date is entered into an internal "Voucher Tracking Log". Two copies of the invoice are made. The original plus a copy of submitted to the Central Services Agency (CSA) for processing. The secretary of the commission retains a copy of the invoice as record. A number is assigned to each invoice for organizational purposes. Once processed, Central Services Agency creates a voucher document, consisting of an original and one copy, which is returned to the commission for review, approval and signature of the Executive Director. The voucher is sent back to CSA and the date is logged internally. State Accounting prepares the warrants and CSA notifies the secretary to pick them up. The warrant together with a photocopy of the invoice is mailed to the vendor or services provider. Copy of the warrant, voucher, invoice and related documentation is filed at the office, after entering the information on the Voucher Tracking Log.

### INTRA-STATE TRANSFER VOUCHERS (ISTV)

(Invoices from internal sources)

An ISTV is received by the commission and after verification of products/services provided, the secretary gives original to the Executive Director for signature. The information is entered into the Voucher Tracking Log, original sent to CSA for

processing and payment and a copy is filed at the commission. These transactions do not require vouchers.

- ✓ Reconciliation of revenue is performed on a weekly basis to ensure accuracy.

### Policy on Revenue

Currently the revenue the commission receives is money from the sale of luncheon tickets for the Quarterly Agenda Latina Luncheons and for the Distinguished Hispanic Ohioans Recognition Luncheon, held once a year, as well as donations received in relation to this event.

The secretary received the payment for the luncheon tickets, as well as donations by mail, at the event and personal drop-off. The deposit is prepared and brought to the Office of the Treasurer of the State. A copy of the deposit documentation along with a copy of the check and receipt (when issued) is filed at the office.

- ✓ Reconciliation of revenue is performed on a weekly basis to ensure accuracy.

### Policy on Payroll/Human Resources

#### Procedural details

- ✓ Payroll is processed through Joy Estose, Assistant Manager, Central Services Agency.
- ✓ The commission keeps internal time sheets for use by its employees.
- ✓ The secretary logs the information from the time sheets signed by the employees into the state form Payroll Certification and Authorization (Time Sheet). The Executive Director initials the employee's timesheets as approval. The Executive Director signs the form and is submitted to CSA. The Chair of the Board of Commissioners signs the Executive Director's time sheet.
- ✓ Personal Leave Forms (ADM 4258-Rev. 6-1999) in original is completed by the employees for" sick, personal, compensatory and vacation time. The Executive Director approves/signs the leave for the staff and the Chair of the

Board of Commissioners approves/signs the leave for the Director. After the signatures, one photocopy is made for the internal personnel record.

- ✓ The Payroll Certification and Authorization (Time Sheet) is submitted to CSA Assistant Manager, Joy Estose.
- ✓ The secretary is notified by e-mail when the payroll direct deposit slips or warrants are ready for pick-up. She signs as received, pick them up and distributes to the staff.
- ✓ Warrants or deposit slips for the board members are mailed to them. A memorandum is included with the warrant or deposit slip.

### Overtime-Compensatory Time Requests

An overtime Reporting Form, which includes compensatory time, must be submitted to the Director for authorization and approval in advance. The Chair of the Board approves the time for the Director.

### Policy on Inventory

- ✓ **Assets Retirement** – When an asset is retired from the inventory, an Asset Record Removal Form (ADM 1410) and a Surplus Property Tag are completed by the secretary or designated employee.
- ✓ **Assets Received** – When an asset is received or added to the inventory, and Inventory Transaction form (ADM 1401) must be completed by the secretary or designated employee.
- ✓ The forms have to be reviewed, approved and signed by the Executive Director before they are submitted to CSA to update the commission's inventory at the Office of Fixed Asset Management (FAMS). This service is provided by the Central Services Agency.

Current procedures require inventory labels be placed on all assets indicating the inventory number.

Also an effort is made by Management to:

- ✓ Ensure the forms ADM-1410 and ADM-1401 are reviewed for accuracy and completeness and are signed by the Executive Director.
- ✓ Ensure all inventory additions and deletions are properly included on the FAMS inventory listing and in the Annual Certification of State Property Inventory required to be filed with the Department of Administrative Services (DAS). Copy of this certification is provided to CSA.
- ✓ Verify all assets of the commission are properly identified with its correspondent inventory label.
- ✓ Monitor procedures periodically to help ensure that the established controls are operating as intended.

### **Policy on Retention of Records**

Records of the commission will be kept at the office for five (5) years.

### **Policy on Recordings of Board Meetings**

The tape of the Board meeting will be erased as per the approval of the minutes by the Board at the following business meeting. Original minutes are signed by the Chair and Secretary of the Board and are filed at the OCHLA'S office.

### **Policy on Retention of Electronic Mail (E-mails)**

Electronic mail will be kept as record for ninety (90) days if a hard copy was printed.

### **Policy on Public Records Request**

The Office of the Ohio Commission on Hispanic/Latino Affairs (OCHLA) shall make available its public records for review upon request by any individual, corporation, organization or government agency in a prompt manner.

Copies of public records shall be provided within a reasonable amount of time and will be charged at the actual cost of copying and mailing if applicable.

Policies to this end shall be in compliance with the Ohio Revised Code and consistent with the Mission of the Ohio Commission on Hispanic/Latino Affairs.

- (a) Official written (hardcopy) minutes of the meeting will be available for review after the OCHLA Board has reviewed and approved the minutes at their next meeting and the Chair and Secretary of the Board have signed them.
- (b) Copies of written minutes are available at \$0.04/page. Postage for mailing copies of pages will be charged at actual cost. Amount to be paid before copies are made.
- (c) Paid copies of records may be taken out of the OCHLA office.