

**STATE BOARD OF PSYCHOLOGY OF OHIO
POLICY AND PROCEDURE MANUAL**

SECTION 10: ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY 10.2 (C) REVENUE—CREDIT CARD RECONCILIATION

PRIOR DATES EFFECTIVE: NOVEMBER 14, 2014

EFFECTIVE: APRIL 14, 2016

REVIEWED AND APPROVED:

Kenneth Druide, PhD

4/14/16

Ronald Ross, PhD

4/14/16

President

Date

Executive Director

Date

Reference: Auditor of State Management Letter September 2014; email from DAS OIT re: move to CBOSS as of October 2014

POLICY

This policy is written to provide assurance that internal controls are in place to sufficiently address reconciliation of license renewal credit card transactions for the Board for oversight of revenue detail during license renewal. There is a need for internal controls on the reconciliation of credit card processing to OAKS. In addition, the Board is being moved from Skipjack to CBOSS for credit card processing beginning license renewal 2016.

PROCEDURES

The Board accepts VISA, MasterCard and AMEX only for license renewal and only online. Payment procedures are governed by DAS, the bank and the processor.

CBOSS automatically emails a receipt to the customer.

Batch transmission occurs automatically at 6 pm on the day of the transactions.

Program Administrator or Executive Director transfers revenues in OAKS from bank Holding Account to appropriate sub-revenue account in OAKS.

Executive Director approves transfers.

Credit Card Refunds

- Follow same procedure as revenue
- Program Administrator records refund in e-License
- Copies of receipt to customer and Program Administrator
- Program Administrator records refund in OAKS

Credit Card Reconciliation

- Reconciliation of credit card transactions shall be quarterly
- Program Administrator generates report from bank of credit card transactions
- Program Administrator generates reports in CBOSS
- Program Administrator and/or Executive Director reconciles CBOSS to OAKS reports (General Ledger) not just to eLicense reports
- Reports and reconciliations are maintained in spreadsheets and revenue log notebooks
- Executive Director reviews, initials, and dates reconciliations