

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

SECTION 10: ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY 10.2 (a) REVENUE BY CASH, CHECK, OR MONEY ORDER

PRIOR DATES EFFECTIVE: JANUARY 18, 2013

EFFECTIVE: 12/1/2017

REVIEWED AND APPROVED:



Executive Director

12/1/2017

Reference: Auditor of State Management Letter September 2014

POLICY

This policy is amended effective December 3, 2012 to clarify updated procedures and to reflect updated position titles.

It is the policy of the State Board of Psychology to utilize internal controls to accept, safeguard, and deposit revenues by cash, check, or money order with the Treasurer of State (TOS). Revenue from any source shall be processed within 48 hours of receipt unless processing is not possible due to high priority demands or closure of the Board office or the TOS.

PROCEDURES

- 1) The Administrative Professional 2 (AP2) or other individual accepting revenue, as directed by the Executive Director, will date and time stamp all materials accompanying checks and money orders received (the rare receipt of cash in person is subsume under "checks and money orders"). When a person presents in the Board office with cash, a receipt is prepared and signed by the AP2 or Program Administrator 1, whoever receives the revenue. A copy of the receipt will be made for Board files. All copies of cash receipts will be given to the PA1 for assignment and recording of a revenue receipt number. The receipt copy will be filed with the division providing the service, either licensing or enforcement. Revenue, including but limited to cash, shall be secured in an envelope or other suitable container and stored in a locked cabinet until processed.

- 2) The AP2 or assigned individual will record and maintain all revenue receipts on the Board of Psychology's Microsoft Excel *Revenue Receipts Log*. The amount of revenue, the source, the revenue receipt number, and the date received will be recorded on the log. The log affords a running YTD total of all revenues by check or money order.
- 3) The AP2 will review all revenue received after it has been recorded on the *Revenue Receipts Log*. Each deposit will then be totaled, dated and assigned an "agency file number." Each deposit will be entered into OAKS by the AP2, and the associated print out will be prepared with agency file number, which shall be initialed by the Executive Director or designee. The AP2 will total checks and cash, if any, separately on an adding machine tape and will record the Board's name, the date and the agency file number on the tape. The AP2 shall enter the deposit into OAKS Financials according to established procedures.
- 4) Director Approval of Deposits. After the deposit is entered into OAKS, the AP2 gives the revenue and adding machine tape to the Executive Director (or designee when the Director is out of office), who compares those materials to the entries in OAKS Financials, including amounts of each item, revenue codes, and deposit number. After approving the deposit in OAKS Financials (or sending back to the AP2 for corrections before approving the deposit), the Executive Director (or designee) seals the revenue and tape in the envelope, signs the OAKS revenue page, and returns the materials to the AP2 for placement in a plastic deposit bag labeled with the Board's identifying information. Revenue received for Psychology Board services that is incorrect in amount or made payable to any source other than "Treasurer of State" or "Board of Psychology" or otherwise unacceptable will be returned to the sending source. The AP2 will record on the *Revenue Receipts Log* the date the revenue was returned, as warranted, for tracking and accountability.
- 5) Deposit handling. The Ap2 delivers each deposit bag to the 16th floor of the Riffe Center, where deposits are collected by the Central Services Agency (CSA) for regular delivery to the Office of the Treasurer of State (TOS), bundled with revenue from other CSA-served agencies.
- 6) Deposit verification and reconciliation. The TOS processes and approves each deposit in OAKS and returns to the Board office a receipt evidencing the amount and date of the deposit. The Program Administrator 1 (PA1) reviews the TOS' receipt against the Board-entered amount in the Revenue Receipt Log and on the OAKS deposit sheet, which is hole-punched and filed chronologically in a binder. If the amount is correct, the PA1 indicates reconciliation on the Log and attaches the receipt to the photocopy of the OAKS deposit sheet previously signed by the Executive Director or designee. If incorrect, the AA3 shall notify the Executive Director and the TOS to review any errors for correction. Revenue deposits are therefore reconciled

individually by the PA1, as evidenced by a running reconciliation in the binder. The PA1 shall also conduct a monthly review of all deposits with the Executive Director's review, during which the Director conducts a reconciliation of all revenue deposited and approved by the TOS against the internal Excel Revenue Log. Any errors found during the reconciliation process are immediately identified and corrected by the Executive Director or the PA1.

- 7) Reports to the Board. The PA1 shall compile a quarterly revenue report for the Executive Director to present at the following meeting of the Board. The report will detail revenue received by sub-revenue description.
- 8) The Board office staff does not handle revenue from license applicants applying to take the Examination for Professional Practice in Psychology (EPPP). Those fees are paid directly by the candidate to the Association of State and Provincial Psychology Boards (ASPPB) and to Prometric by credit card through a Web portal, according to instructions provided to the candidate by Board staff.