

## **Wahkiakum County Treasurer's Office**

### **Banking and Reconciliation Policy**

Effective Date: 11/1/2025

Approved By: Wahkiakum County Treasurer

Reviewed: Annually

#### **1. Purpose**

The purpose of this policy is to establish consistent and transparent banking and reconciliation procedures for Wahkiakum County in compliance with RCW 36.29.010-.020 and the Washington State Auditor's Office (SAO) Best Practices. These procedures ensure that all County funds are properly deposited, safeguarded, and reconciled in a timely manner to maintain the integrity of the County's financial operations.

#### **2. Scope**

This policy applies to all funds held under the custody of the Wahkiakum County Treasurer, including:

- County general and special funds
- District and trust funds
- Bond, grant, and restricted accounts
- Any other funds received or maintained by the Treasurer's Office on behalf of taxing districts within Wahkiakum County

#### **3. Banking Authority**

The Wahkiakum County Treasurer is the legally designated custodian of all County funds under RCW 36.29.010. All banking relationships shall be established and maintained in the County's name, approved by the Treasurer, and held with qualified Washington State public depositories as designated by the Public Deposit Protection Commission (PDPC).

#### **4. Bank Accounts and Deposits**

1. Account Structure: All County bank accounts must be approved by the Treasurer. No department or district may open or close an account without written authorization from the Treasurer.

2. Deposits: All funds received must be deposited daily whenever practical, and no later than 24 hours after receipt, per RCW 43.09.240. Deposits shall be verified by two staff members where possible and delivered via secure, documented transfer to the County's designated bank.

3. Endorsements: All checks shall be restrictively endorsed upon receipt: "For Deposit Only - Wahkiakum County Treasurer."

4. Returned Checks: Returned items shall be promptly recorded, re-billed, and will be subject to a \$25 NSF banking fee the department will be responsible for collecting.

## **5. Cash and Bank Reconciliations**

1. Frequency: All bank accounts must be reconciled monthly, within 30 days of month-end.

2. Segregation of Duties: The employee preparing the reconciliation must not be the same individual who issues or approves disbursements. Reconciliations must be reviewed and signed by the Treasurer or designee.

3. Reconciliation Process: Each reconciliation must include the bank statement, ledger balances, outstanding checks, deposits in transit, and explanations for any variances.

4. Review and Approval: The Treasurer shall review and approve each reconciliation, sign, and date the completed document as evidence of review.

## **6. Outstanding Items**

Checks outstanding for more than six months should be investigated and, if necessary, reissued or cancelled in accordance with RCW 39.56.040. Deposits in transit older than 30 days must be researched and resolved immediately.

## **7. Adjustments and Corrections**

Adjusting journal entries related to reconciliation discrepancies must be approved by the Treasurer or their designee before posting. Documentation supporting all adjustments must be retained for a minimum of six (6) years. If you notice a mistake that should be corrected, the Treasurer should be notified to correct.

## **8. Electronic Transfers and Online Banking**

1. Authorization: All electronic fund transfers (EFTs), wire transfers, and ACH transactions shall be approved in writing by the Treasurer prior to release.

2. Security: Unique user credentials shall be assigned to each authorized staff member, and online access shall be restricted based on role and function. Two-factor authentication shall be used whenever available.

## **9. Record Retention**

All bank statements, reconciliations, deposit slips, and supporting documentation shall be maintained in accordance with the Washington State Archives Local Government Common Records Retention Schedule (CORE). Documents shall be retained for no less than six (6) years after audit completion.

## **10. Policy Review and Approval**

This Banking and Reconciliation Policy shall be reviewed annually by the Wahkiakum County Treasurer's Office and updated as necessary to reflect changes in law, banking practices, or audit recommendations. All revisions must be approved by the County Treasurer.

### **Adoption**

Wahkiakum County Treasurer's Office

A handwritten signature in cursive script that reads "Tammy Peterson".

Tammy Peterson, Wahkiakum County Treasurer

Date: 11/1/2025