

CLEVELAND PUBLIC LIBRARY

Finance Committee

November 15, 2011

RESOLUTION ADOPTING UNCLAIMED FUNDS POLICY

WHEREAS, Reconciling the Library's cash accounts with its ledgers, including fund balance, is a critical control procedure to ensure cash is adequately safeguarded and to provide accurate financial information; and

WHEREAS, Carrying stale-dated checks on a bank reconciliation makes the reconciliation process cumbersome; and

WHEREAS, The Cleveland Public Library identifies unclaimed funds on a continuous basis and wishes to account for them accordingly in compliance with the Ohio Revised Code and the Auditor of State Bulletin 91-11; and

WHEREAS, The Library's management recommends adoption of an Unclaimed Funds Policy; now therefore be it

RESOLVED, That the Board of Library Trustees adopts the attached Unclaimed Funds Policy and instructs the Library's management to be responsible for implementation and execution of the provisions of this policy and its related procedures.

**Cleveland Public Library
Unclaimed Funds Policy
November, 15, 2011**

Policy Overview

It is the policy of the Cleveland Public Library to identify unclaimed funds on a continuous basis and account for them accordingly in compliance with the Ohio Revised Code, Auditor of State Bulletin 91-11 and the Board of Library Trustees' authority.

Ohio Revised Code

Ohio Revised Code Section 9.39, *Liability for Public Money Received or Collected—Unclaimed Money*, states the following:

All public officials are liable for all public money received or collected by them or by their subordinates under color of office. All money received or collected by a public official under color of office and not otherwise paid out according to law shall be paid into the treasury of the public office with which he is connected to the credit of a trust fund and shall be retained there until claimed by its lawful owner. If not claimed within a period of five years, the money shall revert to the general fund of the public office.

Identifying “Stale-Dated” Checks

The Cleveland Public Library maintains bank accounts on which payroll and accounts payable checks/warrants are written. The warrants identify a timeframe beyond which the warrant is considered “void” if it has not been cashed.

It is the policy of the Cleveland Public Library to consider these voided warrants as “stale-dated” after **180 days** from the date of the warrant. These stale-dated warrants will be identified at pre-determined intervals by the Financial Services Department.

Once identified, the stale-dated warrants shall be deposited to the credit of the Unclaimed Funds agency fund (901), established by the Board of Library Trustees.

In accordance with Ohio Revised Code provisions, if these funds are not claimed by the lawful owner within a period of **five years** from the date the funds were placed in the agency fund, the funds shall revert to the General Fund of the Cleveland Public Library.

Also, if after the five year period the rightful owner claims the unpaid money, a warrant/check will be paid from the General Fund.

Responsibilities

The Financial Services Department is responsible for implementation and execution of the provisions of this policy and its related procedures.