

N.J. Dept. of Institutions and Agencies.
Division of Public Welfare.
Bureau of Assistance.

ACCOUNTING MANUAL.

NJ/KA8

I5/A1

copy 1

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State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES

TRENTON 8

BUREAU OF ASSISTANCE
148 WEST STATE STREET

January 14, 1960

TO ALL COUNTY WELFARE BOARDS

Attached are official copies of the revised portions of Ruling No. 12 which became effective with the transfer of the Assistance for Dependent Children program on January 1, 1960.

The revision of Ruling No. 12 to accommodate ADC transactions is provided on buff paper for ready reference and in conformity with the Manual of Administration. The material is so planned that the ADC inserts will be filed on the left side facing the OAA and DA portions. The entire Ruling from Chapter I-1 through X-16 is included in the revision.

The enclosed material shows pen and ink corrections as follows:

III-5, Para. 2 - Name of Payee

No "guardianship payments" of this kind will be required in the ADC program.

III-7, Para. 2 - second sentence.

Initial grants, issued after the regular listing has been completed, should be listed at the bottom of the page as provided in ADC III-6, paragraph 7.2.

Please have similar corrections made on all copies distributed previously to your employees.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Irving Engelman".

Irving Engelman, Chief
Bureau of Assistance

IE*AWPm
Approved
Elmer V. Andrews, Director
Division of Welfare

ACCOUNTING MANUAL

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CHAPTER I

GENERAL PROVISIONS OF LAW

Applies in ADC.

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CHAPTER I

Title 44:7 Revised Statutes, contemplates that responsibility for the administration of old age assistance, in its financial aspects as well as in other aspects, resides with the county welfare boards. Title 44:7-6 Revised Statutes, provides for supervision by the State Division of Old Age Assistance and directs the State Division to "prescribe a uniform system of records and accounts in relation to old age assistance to be kept by said county welfare board to the end that there may be throughout the State a uniform standard of records", to "prescribe a form of application, the manner and form of all reports and records, and such additional rules and regulations as are necessary and proper for carrying out the provisions of this chapter", and to "prepare and furnish to the Federal Government or agency thereof such reports and records as may be required for securing Federal aid".

It is interpreted from the provisions of the law here stated and particularly from Sections 7, 8, 10, 12, 13, 24, 26, and 27 of Title 44:7 Revised Statutes, that responsibility for disbursement of funds is centralized in the county welfare board and the county welfare board is to be held accountable for the proper use and allocation of these funds in accordance with the law and the regulations of the State Division issued pursuant thereto.

CHAPTER II

BANK ACCOUNTS

Applies in ADC.

Jan. 1960

CHAPTER II

BANK ACCOUNTS

Each county welfare board shall maintain and account for all cash received, in its possession, and disbursed, through four distinct and separate major "funds" as follows: Assistance Funds, Administration Funds, Clearing Funds, Trust Funds.

For each of these major funds a bank account or accounts shall be maintained which shall be distinct and separate from the bank account or accounts representing each of the other major funds, so that where transfers of cash from one fund to another are to be made, such transfer will be effected by check drawn on the one account and deposited in the other. Such bank accounts shall be uniformly titled "Assistance Account", "Administration Account", "Clearing Account", and "Trust Account", and will be operated as hereinafter described.

All cash and checks received by the county welfare board or by any member or employe in his capacity as agent for the board, shall be deposited as promptly as possible in the appropriate bank account. No check or money order received by the welfare board, and which is drawn to the order of the board, or to the order of any member or employe in his capacity as agent for the board, shall be negotiated by endorsement over to any other person, but if rightfully payable to some other person shall be handled by going through the proper accounts.

Assistance Account

This bank account was established in all counties pursuant to the instructions of Ruling #13, dated October 14, 1936. Such account shall be continued under the title "Assistance Account", and shall be so designated in the records of the bank or banks of deposit.

Only the following cash receipts shall be deposited directly in this account in the first instance:

- Advances by the State Treasurer, on requisition, for assistance payments;
- Advances by the County Treasurer, on requisition, for assistance payments;
- Collections received from other counties, provided such receipts represent remittances for the receiving county's net share of reimbursements effected by the remitting county. If the remittance is of any other character, it shall be deposited initially in the Clearing Account.

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However the instructions relating to the Trust Account have been modified for all programs pending liquidation of existing accounts. New accounts are not recommended.

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Administration Account

This bank account was established in all counties pursuant to the instructions of Ruling #14, dated April 7, 1936. Such account shall be continued under the title "Administration Account", and shall be so designated in the records of the bank or banks of deposit.

Only the following cash receipts shall be deposited directly in this account in the first instance:

Advances by the County Treasurer, on requisition, for administration costs;
Remittances by the State Treasurer, on requisition, for administration subsidy;
Direct repayments, in cash or by check, by vendors or others to whom administration payments have been made, by way of refund for such payments in whole or in part.

Clearing Account

This account corresponds substantially with the bank account established in all counties pursuant to the instructions of Ruling No. 16 dated April 26, 1937.

All cash receipts of the county welfare board, if not within the classes described above as proper for direct initial deposit in either the Assistance Account or the Administration Account, shall be deposited in the Clearing Account in the first instance, and proper allocation and distribution will be made therefrom. This will include all amounts recovered from recipients or their estates.

Trust Account

The "Trust Account" shall be maintained in all counties and shall be designated "_____ County Welfare Board, In Trust for Various Individuals". Designation of the Trust Account, as mentioned, will make it possible for the Federal Deposit Insurance Corporation, in the event of the bank's closing, to recognize the beneficial owners represented by the account, although their names and respective interests in the account are not shown upon the records of the bank. This means that each individual beneficiary of the Trust Account will be covered by the Federal Deposit Insurance Corporation up to the sum of \$5,000.00, providing that the interest of each such beneficiary is disclosed on the records of the Welfare Board, and providing further, that such records have been maintained in good faith and in the regular course of business.

No cash receipts will be deposited directly in this account in the first instance. The only deposits to be made therein will consist of funds transferred from the Clearing Account, being amounts which, having been recovered from or on behalf of any client, shall be directed by the welfare board to be held in reserve to the credit of the client, for the use and benefit of the client and in some instances for the use and benefit of certain dependents after his death, instead of being immediately distributed as not reimbursement or otherwise.

Such account may be a regular commercial checking account. In certain instances the county welfare board may desire to establish such trust funds in a "savings" or "interest" account in order that interest may be earned thereon

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during the period that the funds are being held undistributed. Such a plan presents certain difficulties in that arrangements would have to be made whereby interest so earned could be properly credited, either by the bank or by the welfare board, to the respective clients whose interests are represented. It is suggested that any county welfare board desiring to establish the Trust Account as an interest-bearing account consult with the State Division before taking final action.

CHAPTER III

REQUISITION AND DISBURSEMENT OF FUNDS FOR ASSISTANCE

Applies in ADC

Jan. 1960

CHAPTER III

REQUISITION AND DISBURSEMENT OF FUNDS FOR ASSISTANCE

It is essential that a procedure which shall be uniform throughout the State be adopted governing the method of requisitioning and disbursing funds covering approved assistance grants. Further, the Federal Comptroller-General has ruled that where a payment to an individual is a first payment the Federal Government may match only that part of a State's expenditure which is for the month in which the payment is made, except for initial payments which relate to preceding months in order to correct errors in previous administrative action. Therefore, all CWB's must conform strictly to the plan outlined below.

- a. All payments to or on account of eligible clients shall be made monthly by checks drawn and issued by the CWB. All checks shall be signed by the Director, who will thereby vouch for their accuracy both as to amounts and validity of payments; the secretary-treasurer of the CWB shall countersign, thereby making the checks negotiable.

All assistance grants shall consist of one or more of the following type payments:

1. Direct Assistance (Money) Payments

Assistance payments of this nature shall be drawn to the order of the client or to the client jointly with his legal guardian or custodian. All checks shall contain the registration number, case name, and name of the payee.

2. Medical Care Vendor Charges

Claims of this nature shall be billed with respect to the Medical Care allowances for services rendered, or to be rendered in the instance of chronic patient care, on behalf of the respective clients. Include Medical Care Vendor claims on behalf of cases closed for reason other than death if the services were rendered in a month in which a Direct Assistance (Money) payment was made and within the preceding six months including month of payment. Also include payments on behalf of cases closed by reason of death if such payments are in accordance with Supplement No. 1 to Ruling No. 2.

3. Burial Payments

Payments of this nature shall be drawn payable to the vendor providing the burial services, and shall contain the registration number and name of the client.

- b. Assistance checks for initial and additional payments shall be issued not later than the last day of each month and shall in every case bear the date of issue. When it is necessary to delay the payment of an initial check to any client beyond the end of the calendar month in which the grant was intended to begin, such check shall not be released but shall be credited on Form ODA-6 and the grant shall become effective with the first month in which payment can actually be made on or before the last day thereof; except that where an initial payment has been properly authorized by the CWB, but either the issue or the release of the check has been delayed for any reason other than lack of eligibility, the check may be released in a subsequent month provided that the amount is in accordance with the authorization of payment and provided further that the payment is released within the two succeeding months following the month in which the payment was properly authorized. Payment is considered made at such time as the check is delivered to the recipient or deposited in the United States mail. For accounting purposes, all transactions (initial, additional, closings, etc.) following the date for closing the records, approximately the twentieth of the month, will be deferred until the subsequent month.
- c. There may be instances, such as temporary care in a private hospital, etc., when it will be necessary to withhold client's checks during the period of treatment or care. Delayed payments shall not cover more than three consecutive months, including the month in which the payment is resumed. In other words, this will mean that not more than two months' checks may be accumulated as the third will be the regular check issued in the month in which the accumulated checks are delivered.
- d. At the monthly meeting of the CWB, the Director of Welfare shall submit an estimate of the funds required for the month's assistance payments to be made two months thereafter. The secretary-treasurer of the welfare board shall be authorized to requisition the County and State for their respective shares of such estimates and shall prepare and transmit such requisitions, in the form described below, not later than the twenty-fifth of the month of the report.
- e. The secretary-treasurer shall prepare three separate bills on the County's standard form. These bills should show the total estimate of the amount required for the month, requesting the County to advance its share of the estimate as follows:

OAA, DA and ADC Requisition

"For estimated County share of _____ Assistance payments, less credits, to be made by the _____ County Welfare Board for the month of _____ 19____ as provided in Title 44, Chapter 7 R.S. and as specified in accordance with detailed accounting statements attached". \$ _____

- f. At the same time and in the same manner the secretary-treasurer shall requisition the State for the State and Federal shares of the estimated funds required, preparing separate bills on the State's standard bill (Form 100).

OAA, DA, and ADC Requisitions

"For estimated State and Federal share of _____ Assistance payments, less credits, to be made by the _____ County Welfare Board for the month of _____ 19__ as provided in Title 44, Chapter 7, R.S. and as specified in accordance with the detailed statements filed with the State Bureau of Assistance. \$ _____

It is essential that the requisition along with the attachments be submitted to the State Bureau not later than the twenty-fifth of the month. The State Bureau requires an onion skin copy of each State Form 100.

- g. The respective advances from the County and State shall be deposited in the Assistance Account, against which the individual assistance checks will be drawn.

INSTRUCTIONS FOR FORM ODA-4

This form is designed for reporting all assistance payments chargeable to the Assistance Account. The reports will be prepared and assembled in accordance with the following outline:

- I. OLD AGE ASSISTANCE EXPENDITURES
 - A. Medical Institution Cases
 - B. Other Cases
 - C. Burial Payments
- II. DISABILITY ASSISTANCE EXPENDITURES
 - A. Medical Institution Cases
 - B. Other Cases
 - C. Burial Payments
- III. ASSISTANCE FOR DEPENDENT CHILDREN EXPENDITURES
 - A. Recipient Cases
 - B. Burial Payments

In the preparation of Form ODA-4, it will be noted that OAA and DA expenditures will be divided into like sections. For both programs, payments to or on behalf of the individual clients will be shown as follows:

A. Medical Institution Cases

In this section, list in numerical order all cases, both active and closed, approved by the CWB for an assistance grant covering patient care in an approved medical institution or as a result of medical care services rendered while the client was in such status. The assistance grant may consist of one or more of the following type payments:

1. A Direct Assistance (Money) payment to the client, or to the client jointly with his guardian or custodian, for the non-medical components of the grant. (In the instance of a client approved for patient care in an approved medical institution, the initial grant for the remainder of the month's care shall be a direct money payment).
2. A Medical Care Vendor claim for patient care to be rendered, and other approved medical care not included in the approved rate for patient care.
3. The sum of one or more claims for medical care for services rendered the individual client and not paid for by the approved medical institution.

Assistance payments to be listed in this section will include assistance allowances for the eligible client while a patient in an approved or certified medical institution as follows:

- a) Chronic patient care in licensed or certified approved medical institutions such as private nursing homes, infirmary sections of religious or fraternal charitable homes, public welfare homes or other public facilities.
- b) Acute patient care in certified public general hospitals or specially approved sections of other public medical facilities.
- c) Rehabilitative patient care in specially approved medical facilities.

The CWB may wish to indicate by symbol the client receiving above described patient care as follows:

- a) indicated by asterisk (*)
- b) indicated by.....(H)
- c) indicated by.....(R)

B. Other Cases

In this section, list in numerical order all other eligible cases, both active and closed, approved by the CWB for a grant of assistance. This will include budgeted allowances covering clients' requirements other than as a patient in an approved medical institution.

A grant may consist of either or both of the following type payments:

1. A direct assistance (money) payment to the client, or to the client jointly with his guardian or his custodian, for the non-medical components of the grant.
2. The total of one or more Medical Care Vendor claims for services rendered the respective client.

C. Burial Payments

In this section, list in numerical order all burial payments from public funds for the respective program as approved under provisions of Ruling No. 2.

For the ADC program, payments to or on behalf of the recipient cases will be shown on Form ODA-4 as follows:

A. Recipient Cases

In this section, list in numerical order all cases, both active and closed, approved by the CWB for an assistance grant which may consist of either or both of the following type payments.

1. A direct Assistance (Money) payment to the payee person for the non-medical components of the grant.
2. The total of one or more Medical Care Vendor claims for services rendered to members of the approved assistance unit.

B. Burial Payments

In this section list in numerical order all burial payments from public funds as approved under provisions of Ruling No. 2.

Form ODA-4 -- Use of Columns

Form ODA-4 as revised reports information in nine columns. The order in which the columns are listed may be changed to accommodate CWB preference or machine listing; however, the numerical column caption should be noted on the first and last pages if different. The use of the columns will be as follows:

Direct Assistance (Money) Payments

Initial and Additional

1. Adults/Children - This column will be used in the preparation of Form ODA-4 when reporting ADC only. In the instance of an initial payment, report the count of adult and children recipients included in the approved assistance unit; for an additional payment, report the increase in the count of adults and children, if any, on which the payment is based.

2. Amount - In all programs, this column will be used to report the initial grant to each case approved during the report month as well as any additional payments authorized by the CWB.

Identification of the Case

3. Case Number - In all programs, this column will contain the CWB registration number used to identify the recipient cases; i.e., cases approved for direct assistance money payments, or direct assistance and medical care charges. Also, indicate the client's case number in this column when reporting a burial payment.
4. Name of Client and/or Name of Payee - In all programs, this column will contain the surname of the cases to whom or on whose behalf assistance payments are made. The name of the payee-vendors covering burial payments shall be listed immediately under or following the client's name. In assistance payments drawn to the order of a legal guardian for the client, or to the joint order of the client and another person who is not the legal guardian, both names shall be listed in the same manner.

First of Month Payments

5. Adults/Children - This column will be used in the preparation of Form ODA-4 for ADC only. Indicate the number of adults (AD) and children (CH) included in the assistance unit on which the first of the month payment is based.
6. Amount - In all programs, this column will be used to report the amount of the direct assistance (money) payment on the first of the month to the client, or to the client jointly with his guardian or custodian. When listing Burial payments, this column will be used to report the amount of the payment approved by the CWB.
7. Check Number - In all programs, this column will be used to report the check numbers of first of the month payments, initial or additional payments, and burial payments.

Medical Care Vendor Charges

8. Case Number - In all programs, this column will be used to report the registration number of all cases on whose behalf medical care vendor payments are made.
9. Amount - In all programs, this column will be used to report the total amount of medical care vendor claims made on behalf of the respective client.

In the OAA and DA programs, all cases approved for assistance payments in both the Medical Institution Cases Section and Other Cases Section, cross references should be noted.

Each section and each part of the form shall be started on a new page of Form ODA-4 or sufficient space should be reserved for totals, Schedule I-C entries, or adjustments. Each section and each part of the form and the totals for that part of the month's assistance payments shall be clearly marked.

Revisions such as marking out certain items, changing the amounts, or adding new items out of their numerical order, should be avoided so far as possible.

There are special problems in recording initial payments, additional payments, and administrative closings which occur during the latter part of the month when the CWB is engaged in preparing reports covering the month's activity. In order to minimize these problems, each CWB will adopt a closing date for the month's business, approximately the twentieth of the month, after which date all transactions will be considered for reporting purposes as occurring in the following month. The appropriate forms have been revised to accommodate the reporting of Federal matching for cases receiving initial or additional payments during this period. The following schedule is the recommended procedure for CWB's in the preparation of Form ODA-4 and related records.

1. During the last week of the month, Form ODA-4 and the checks should be prepared for the direct assistance (money) payments to be released on the first day of the subsequent calendar month. Form ODA-4, First of the Month column, should then be totalled in such a manner that each page will report sub-totals to that point. The total on the final page should be reconciled to the total of the checks drawn.
2. All Invoice Forms NH completed by approved medical institutions should be examined for completeness, arithmetical accuracy, etc. and recorded on Schedule III, Supplement, Section B, and on Form ODA-4 for the respective program. It is expected that payment of these claims may be accomplished by the fifth of the month.
3. Transactions occurring subsequent to the close of business for the previous month should be entered on Form ODA-4 in the "Initial and Additional Payments" column as follows:
 - a. Initial Payments

List both the initial payment issued in the previous month and the direct assistance payment authorized for the first of the current month for the respective client. (In the ADC program, the recipient count of adults and children will be indicated.) Both payments will be entered on Schedule I-B for the current month. The payment issued in the preceding month will be identified with the letter "P" on both Form ODA-4 and Schedule I-B.

b. Additional Payments

List the additional payment as authorized after close of business in the previous month and record on Schedule III-B "Current Month" column. Any authorized change in the first of the month payment will be recorded as follows:

- (1) For an authorized increase, an additional check will be issued for the amount of increase and recorded in the "Initial and Additional Payments" column; the amount will be entered in Schedule III-B, "Current Month" column.
 - (2) For an authorized decrease, the first of the month check shall be voided and two checks drawn, one in the amount of the authorized payment and the other for the amount of the decrease. The latter check will be cancelled and reported on Form ODA-6.
4. All Invoice Forms ~~Rx~~, MD, and M3 received in support of Medical Care Vendor claims should be examined and grouped; one copy being sorted according to the case receiving the service, and the other copy being sorted according to vendor. The former group will be used to record the total Medical Care Vendor payments on behalf of each case on Schedule III, Supplement and Form ODA-4 for the respective program. The latter group will be used in the preparation of the checks to the Medical Care Vendors and Form ODA-4, Supplement. It is expected that processing of the vouchers may be completed and payment accomplished on or about the tenth day of the month.
 5. All initial and additional payments made from the first day of the month to the closing date will be recorded on Form ODA-4 for the respective programs as the payments are made. The total amount of initial payments will be verified by comparison with Schedule I-D "Current Month Initial Grant" column; the total additional payments will be verified by comparison with Schedule III-D "Current Month" column.
 6. The CWB will prepare all summary forms dealing with the Assistance Account for transmittal to the State Bureau not later than the twenty-fifth day of the month.
 7. As a result of emergency situations, it may be necessary in certain instances to approve an application for an initial payment or to release an additional payment during the period following the close of business for the month. Reporting of all payments of this nature will be deferred until the following month.

INSTRUCTIONS FOR ODA-4 SUPPLEMENT

Form ODA-4 Supplement will consist of a monthly listing of approved payments to Medical Care Vendors for specified medical care services rendered on behalf of eligible OAA, DA, and ADC cases. Payment of all approved claims will be supported by one or more completed Invoice Forms NH, MD, RX, or M3.

The listing will report the total of all approved invoice forms for each Medical Care Vendor irrespective of whether the services were rendered on behalf of eligible OAA, DA, or ADC cases.

The CWB may prepare separate sections of Form ODA-4 Supplement according to the specific vendor services rendered to facilitate the preparation of Form ODA-4A Supplement.

Form ODA-4 Supplement consists of the following columns:

1. Account Number

Indicate the account number, if any, assigned by the CWB to the respective Medical Care Vendor for identification purposes.

2. Name of Vendor

Enter the name of the vendor (individual, pharmacy, approved medical institution, etc.) to whom the payment is made.

3. Amount Approved for Payment

Enter the amount of the approved payment to the respective Medical Care Vendor for services provided eligible OAA, DA, and ADC cases.

4. Check Number

Enter the number of the check(s) issued by the CWB in payment of the amount approved in Column 3.

5. Memorandum

This column may be used to indicate the type and count of specific vendor services included in each payment.

INSTRUCTIONS FOR FORM ODA-4A SUPPLEMENT

Form ODA-4A Supplement is designed to recapitulate selected fiscal data regarding Medical Care Vendor payments approved for payment for the month in the OAA, DA, and ADC programs. The form is divided into two sections as follows:

Section I SUMMARY OF VENDOR CLAIMS PROCESSED FOR PAYMENT

This section will be used to summarize the amount of claims to Medical Care Vendors for the month, by program, for the three programs. The entries for Lines 1, 2, and 3 will be obtained from the form as indicated. Line 7 will report the total vendor claims processed during the month.

Section II SUMMARY OF MEDICAL CARE VENDOR CLAIMS APPROVED FOR PAYMENT

This section will be used to report for each class of medical service, the sum of the medical care vendor claims listed for payment, for the month, and the count of the number of vendors receiving such payments.

For each of the specified classes of medical vendor services, the following information will be reported:

Amount of Vendor Payments

Indicate the total amount of Medical Care Vendor claims listed for payment.

Count of Vendor Payments

Indicate the total number of vendors receiving such payments.

Columns 2, 3, and 4 will not be used at this time. Such columns might be used to reflect statistics of interest to the CWB.

INSTRUCTIONS FOR FORM ODA-4A

This form is designed as a summary report of the OAA and DA Assistance Account expenditures by type of payment and a summary of the recipient count for computation of the Federal claim for eligible cases in each program. The four sections of the form will be completed as follows:

Section I --- SUMMARY OF RECIPIENT COUNT

This section consists of three columns reporting (1) medical institution cases, (2) other cases, and (3) total cases. Items 1 through 5 will be prepared as follows:

Item 1. Number of Recipients (Cases) Approved for Assistance This Month

- A. Enter the unduplicated count of cases listed for assistance on Form OD A-4 for either money payments only or for combined money payments and vendor payments.
- B. Enter the unduplicated count of cases listed for medical vendor payments on Form ODA-4 having only such vendor charges made in their behalf.
- C. Enter the sum of Items B and C; this will be the unduplicated count of cases approved for an assistance grant from the first of the current month to the closing date.

Item 2. Adjustment to Above Recipient Count for Calculation of Federal Participation.

- A. Enter the unduplicated count of recipient cases approved for initial grants in the preceding month after the close of business. This count will correspond with the count of the cases identified with the letter "P", on Form ODA-4, which signifies prior month payment.
- B. Enter any correction in the number of recipient cases relating to prior months.
- C. Enter any other adjustment to recipient count and explain fully.

Item 3. Total Number of Recipients

The entry required on this line is self-evident.

Item 4. Number of Cases Having Only Custodian Payments This Month

Enter the count of cases approved for custodian payment only; i.e., payable to the joint order of the client and his custodian. Do not include in this count any case in which some assistance was approved this month either in the form of money payment or having a vendor payment made in
7 his behalf.

Item 5. Number of Recipients Eligible for Federal Matching

This entry represents the net count to be used in the computation of the Federal share of assistance disbursements.

Section II --- SUMMARY OF ASSISTANCE DISBURSEMENTS AND ALLOCATION OF CHARGE

This section will report the gross assistance disbursements and the allocation of such assistance. Items 6, 7, and 8 will report totals forwarded from the appropriate columns of the first two parts of Form ODA-4; Item 9 will report the total amount of assistance and burial disbursements. The allocation of charges will be reported on Items 10, 11, 12, 13 as follows:

Item 10. Federal Participation

Compute the Federal share of assistance payments as follows:

<u>Type Payment</u>	<u>Unit Cost</u>			<u>Number Units</u>	<u>Enter Product</u>
	<u>OAA</u>	<u>DA</u>		<u>Item 5</u>	<u>Item 10</u>
Med. Inst. Cases	\$49.80	\$42.30	x	Col. I	Col. I
Other Cases	49.80	42.30	x	Col. II	Col. II
Total Cases					SUM OF COL. I AND COL. II

Item 11. State and County Participation

Enter in the respective columns the remainder of charges after Federal participation, Item 9 minus Item 10.

Item 12. State Participation

The State share of Item 11 will be computed as follows:

	<u>Column I</u>	<u>Column II</u>
OAA	50%	75%
DA	50%	50%

Item 13. County Participation

The County share of Item 11 will be computed as follows:

	<u>Column I</u>	<u>Column II</u>
OAA	50%	25%
DA	50%	50%

Section III --- SUMMARY OF TOTAL ASSISTANCE DISBURSEMENTS

This section will summarize the allocation of charges appearing in Section II. The entries are self-evident.

Section IV --- SUMMARY OF EXPENDITURES NOT ELIGIBLE FOR FEDERAL PARTICIPATION

This section will summarize those expenditures not eligible for Federal participation which include all custodian and burial payments. The entries are self-evident.

INSTRUCTIONS FOR FORM ADC-4A

This form is designed as a summary report of the Assistance for Dependent Children expenditures by type of payment and a summary of the recipient count for computation of the Federal claim for eligible cases. The form consists of three sections, as follows:

Section I SUMMARY OF RECIPIENT COUNT

This section consists of three columns reporting the number of recipient cases, adults, and children included in the assistance grants. Basic instructions pertaining to the entries for this section will conform to the instructions for Form ODA-4A.

Section II SUMMARY OF ASSISTANCE DISBURSEMENTS AND ALLOCATION OF CHARGE

Entries for Items 4, 5, 6, and 7 will be forwarded from the appropriate columns or sections of Form ODA-4. The entry for Item 8, Federal Participation, will be computed as follows:

Total Persons Aided (Line 3A) x \$20.50 Unit Cost

The entries for Items 9, 10, and 11 are self-evident.

Section III SUMMARY OF TOTAL ASSISTANCE DISBURSEMENTS

Entries for this section will be forwarded from the specified items in Sections I and II.

INSTRUCTIONS FOR FORM ODA-5

Form ODA-5 is designed to serve a triple purpose.

1. to correlate the various aspects of the Welfare Board's financial transactions as summarized on the respective Forms ODA-4A, ADC-4A, ODA-6A, and ODA-12.
2. to render an exact monthly accounting to the County and the State for assistance funds received from each; and
3. to show the estimate of assistance funds to be requisitioned for the ~~second~~ subsequent month.

The items required to be stated on Form ODA-5 are for the most part re-statements of amounts already computed and shown on other forms. No attempts should be made to prepare Form ODA-5 until the respective summary forms have been completely prepared and checked for absolute accuracy.

- Item A. Balance beginning of month. The amounts on this line will be taken from Item L of the preceding month.
- Item B. Funds received during month. Enter here funds received since the last report from the County and State respectively, on requisition for assistance. This means the full amount of funds actually received by the Welfare Board and deposited in the Assistance Account, even though such amount may be in excess of net requisition, or less than net requisition, or in any other way differ from the amount shown on Item R of the preceding month's report. Where there is such a difference it should be explained by a brief supplementary statement to be attached.
- Item D. Disbursements as per Forms 4A attached. The amounts shown on this line should be copied directly from the appropriate lines of the respective Form 4A.
- Item F. Credits as per Form ODA-6A attached. Enter here the appropriate totals from Items 14, 15 and 16 of Form ODA-6A.
- Item G. County Share Recoveries, ODA-12. Enter here the total from the "County share" column, to reflect the net County share of reported reimbursements or recoveries transferred to this account from the Clearing Account.
- Items I., J. Adjustments: Specify These lines are provided to show any necessary adjustments not previously made, the effect of which will increase or decrease the balance of the County funds or State funds, or both, actually in the accounts as reported up to this point. For example, if in a previous month the amount of funds actually received from any source had been understated, the difference would be added here in the proper columns to adjust the accounts. If any amounts are entered on these lines, an explanation should be made on the face of the form or in an attached statement.
- Item K. Net Adjustment This line may be used to report the net adjustment entered on Items I and J above.
- Item L. Net Balance Available The amounts shown on this line should accurately reflect the actual balance in the Assistance Account at the end of the report month.
- Item M. Less Balances Item O Last Month The amounts shown on this line reflect the balance recognized in the requisition of funds, for the subsequent month.
- Item N. Less Funds Received for next Month but included in Item B this Month The amounts to be shown on this line will be the funds received in the current month for the subsequent month's disbursements, if any.
- Item O. Balances for Purpose of next Requisition The amounts shown on this line reflect the funds estimated to be available for requisition purposes at the close of this report month for the second subsequent month's estimated requirements.

Item P. Estimated Expenditures For Assistance Enter on the appropriate line the estimate of what is expected to be spent for the second subsequent month. In arriving at the figures for this item, use the respective entries appearing on Item D as the basis; to this amount add probable increased expenditures for new cases and other cases, less possible decreases. The remaining figure should be rounded to the nearest \$100. In normal operations this amount may require adjustment only when the present balance is too high or when the previous estimate proved to be too low.

Item Q. Balance Available Per Item O Above Self-evident.

Item R. Net Amount of Requisitions The entries for this line will be the net amount of the County and State requisitions for the respective programs.

Attention is directed to the fact that this form bears certificates to be signed and sworn to by the Secretary-Treasurer and Director.

INSTRUCTIONS FOR FORM ODA-6

This form is used to report only strict credits for items previously charged on Form ODA-4 as disbursements. Such credits include direct assistance (money) payments, custodian payments, medical care vendor payments, and burial payments for Old Age Assistance, Disability Assistance, and Assistance for Dependent Children.

- (a) Checks drawn but not issued;
- (b) Checks drawn and issued but returned undelivered and subsequently cancelled;
- (c) Checks drawn and issued but not cashed;
- (d) Checks drawn and issued but not presented for payment after a reasonable time and which cannot be traced;
- (e) Cash restitutions for checks unlawfully issued;
- (f) Cash restitutions for checks unlawfully converted;
- (g) Partial credits or bookkeeping credits for checks drawn or reported drawn in excess of authorized amounts;
- (h) Whole or partial credits of checks drawn and issued, representing funds not required by client, which can be allocated specifically to a particular check.

All cash refunds shall be marked with an asterisk.

Form ODA-6 is not to be used for reporting cash recoveries from recipients or on their behalf which are applicable generally to such recipient's entire assistance obligations, nor for accounting adjustments applicable to the County, but not the State, or vice versa. The former are reimbursements and are to be reported on Form ODA-12; the latter are to be reported on Form ODA-5 under "Adjustments".

The form should be prepared and assembled in three major groups covering the OAA, DA, and ADC programs respectively. The various credits within each group will be reported in accordance with the outline shown under Instructions for Form ODA-4 on page III - 3.

All items of credit should be listed in the respective part of Form ODA-6, which part will correspond to the original classification of the assistance charge (Form ODA-4).

Within each part of the report (Form ODA-6) the cases (for which items of credit are being reported) should be listed in case number order.

A column is provided to show the surname of the payee as a means of identification in addition to the case number and the check number shown in other columns. When reporting credits against Medical Care Vendor payments, custodian payments, and burial payments, both the name of the client and the payee shall be shown.

Two columns are provided under "Refunds and Cancellations" for reporting the amount of the credit. One column will be used for credits against both direct assistance (money) payments and burial payments; the other column will report credits against Medical Care Vendor payments.

The code column will be used to identify full credits (i.e., complete credit or refund of the respective monthly payment or billing) including: money payments only (M), vendor payments only (V), and money and vendor payments (MV). This code will be used only for assistance grants which were Federally matchable at the time of original billing. The count is required to provide the case (persons aided) count for computation of Federal participation. In the OAA and DA programs, the number of entries appearing in the code column will be totalled and forwarded to the appropriate column on Line 1 of Form ODA-6A for the respective program.

When reporting full credits against Federally matchable grants in the ADC program, the total number of adults and children included in the approved assistance group will also be indicated. For example, a full credit of an approved assistance grant based on one adult and three children and consisting of a money payment only will be identified in the code column as "M-4". (In the ADC program, a part-credit may include a count of one child in instances of re-issuance of a check which included a child who was subsequently discharged because of becoming of age or who was temporarily suspended). The total number of units of Federal matching will be forwarded to Column III, Line 1 of the ADC Form ODA-6A.

The money columns for each section of the report will be totalled and forwarded to the appropriate line item on the respective Form ODA-6A.

INSTRUCTIONS FOR FORM ODA-6A

This form is a summary of Assistance refunds and credits reported on Form ODA-6 and allocates the shares of such credits due the County, State, and Federal accounts in the same manner as originally charged. Separate forms utilizing all columns will be prepared when summarizing credits in the OAA and DA programs. In the ADC program, entries for Sections I and II will be made in Column III (Total) only.

The three sections of Form ODA-6A will be completed as follows:

Section I - Summary of Recipient Count

- Item 1 Indicate the number of full credits forwarded from the appropriate section of Form ODA-6 for the respective program.
- Item 2 Indicate any adjustment in the count of full credits for prior months.
- Item 3 Enter the adjusted net count of full credits for Federal participation.

Section II - Summary of Assistance Payments Credited and Allocation of Credits

This section will report the total assistance payments credited and the allocation of such credits. Items 4, 5, and 6 will report totals forwarded from the appropriate columns and sections of Form ODA-6 for the respective program.

Item 7 will report the total amount of assistance and burial credits. The allocation of credits will be reported on Items 8, 9, 10, 11 as follows:

Item 8 - Federal Participation

Compute the Federal share of assistance credits as follows:

I Type Payment	OAA AND DA PROGRAMS		Number Units Item 3	Enter Product Item 8
	Unit Cost			
	OAA	DA		
Med. Inst. Cases	\$49.80	\$42.30	x Col. I	Col. I
Other Cases	49.80	42.30	x Col. II	Col. II
Total Cases				Sum of Col. I and Col. II

ADC PROGRAM		Number Units Item 3	Enter Product Item 8
Unit Cost			
	\$20.50	x Col. III	Col. III

Item 9 - State and County Participation

Enter in the respective columns the remainder of credits after Federal participation, Item 7 minus Item 8.

Item 10 - State Participation

The State share of Item 9 will be computed as follows:

	<u>Column I</u>	<u>Column II</u>	<u>Column III</u>
OAA	50%	75%	Sum of Cols. I & II
DA	50%	50%	Sum of Cols. I & II
ADC	Not used	Not used	50%

Item 11 - County Participation

The County share of Item 9 will be computed as follows:

	<u>Column I</u>	<u>Column II</u>	<u>Column III</u>
OAA	50%	25%	Sum of Cols. I & II
DA	50%	50%	Sum of Cols. I & II
ADC	Not used	Not used	50%

Section III - Summary of Total Assistance Credits

This section will summarize the allocation of credits appearing in Section II. The entries are self-evident. The amounts appearing in Items 14 and 15 should be forwarded to the appropriate columns of Item F on Form ODA-5.

INSTRUCTIONS FOR FORM ODA-12

This form is designed as a settlement sheet for Assistance recoveries for the month, and is prepared in four parts:

Part I reports Old Age Assistance recoveries.

Part II reports Disability Assistance recoveries.

Part III reports Assistance for Dependent Children recoveries.

Part IV summarizes the totals of the three programs and is the source of the County entry in Line G of Form ODA-5.

Attention is directed to the fact that each program requires the application of a separate formula.

DRAWING AND ENDORSEMENT OF ASSISTANCE CHECKS

At no time shall any check for assistance (i.e., payable from the Assistance Account) be drawn to the order of any person other than the qualified recipient, nor jointly or in the alternative with any other person, nor to the order of any recipient known to be dead, except in the following situations which are defined and limited in separate regulations: payments to guardians, payments to authorized custodians, burial payments, and authorized vendor payments for medical care.

INSTRUCTIONS FOR MEDICAL CARE VENDOR PAYMENTS

The CWB's shall accomplish payment of the medical care vendor portion of approved assistance grants on account of eligible active or closed cases by drawing a combined check for OAA, DA, and ADC cases to the respective vendors.

In the ADC program vendor payments to medical institutions are limited to payments for care in approved medical facilities in accordance with procedures outlined in the Manual of Administration.

Proof that the recipient has received payment authorized by the CWB is his signature, or to any person to whom he has given a valid Power of Attorney, as endorsement on the check issued in his name. Where his signature (or his attorney's signature) does not appear or where there is doubt as to whether the endorsement which appears is his (or his attorney's), the validity of the payment is not established and the payment is subject to exception on audit. Proof of payment will not be required for medical care vendor payments.

In view of the above, it is recommended that each CWB maintain a card file of usual signatures of OAA and DA recipients. This file shall be kept up to date and new signature cards shall be obtained whenever it appears that the recipient's signature has changed noticeably with increasing age or disability. In connection with the drawing of checks for assistance it is important that the client's name be written on the face of the check in conformity with the signature found on the signature card and in the case record.

Maintenance of an ADC signature care file for money payment recipients is not mandatory.

In addition to bringing to light unsatisfactory endorsements, routine examination of checks will frequently indicate from the fact the check has been cashed in a distant place, that a client has moved, unknown to the CWB. Sometimes it will be learned that the check was deposited in a bank account of which the CWB had no knowledge or that it was paid to a building and loan association or other investment which had not been declared. Habitually tardy cashing of checks should also be a matter warranting follow-up since presumably every client is in immediate need of the assistance granted him.

It has been found that certain problems arise in the case of those clients who are unable to write their own names and must use a cross or mark for signature. Under New Jersey law a mark is a valid signature, provided there is proof that the mark was actually made by the person whose signature it purports to be, and that such person intended the mark to be his signature. It is possible for the necessary proof of these factors to appear on the check itself, if the mark is expressly described as the signature of the payee and if there is an identifiable witness to the making of the mark and to its description. Such a witness is satisfactorily identified if he makes his own signature, if he describes himself as witness, and if there appears on the check his address or other data by which he can be located when and if needed to establish proof of the payment.

The Attorney-General has ruled that one witness is sufficient for an endorsement by mark if the foregoing elements are all present. In order to insure proper endorsements, it will be found helpful to have printed matter on the back of assistance check as follows:

N O T I C E

This check will not be honored unless properly endorsed. If the payee named on the face of the check is able to write his own name, it should be written on the first line below exactly as written on the face of the check. If unable to write except by mark (x), the mark must be made by the payee in the presence of a person serving as witness who will write the payee's name opposite the mark and sign his own name and address in the space provided.

His/Her

_____ Payee
Mark

_____ Witness

Address of Witness _____

In order to afford recipients, who make their endorsement by "mark" the same protection as other clients, it is recommended that effort be made to have such recipients utilize wherever possible the same witness to their marks each month. This will cause no undue difficulty in most cases, since it will be possible to arrange for a person living in the recipient's home to provide this service.

If the signature of such witness is obtained on the recipient's signature card, this may be compared with the check endorsement upon return of checks from the bank in the same manner as for recipients who have endorsed their checks by signature.

Where a client may use more than one witness to his mark over a period of time, it is suggested that the signatures of more than one witness be obtained on the signature card, the signatures of any of these witnesses appearing on the checks being regarded as indicating that payment was properly received by the client.

The CWB shall review the circumstances surrounding payment of any check not bearing the authorized endorsement of the payee. In this connection instances will be observed where the endorsement on the check differs substantially from the endorsement on the signature card by reason of some temporary disability of the recipient such as acute illness or serious mental strain. Wherever there is doubt as to the validity of any endorsement personal contact with the recipient shall be established to verify the validity of endorsement. If it appears that because of some temporary disability the endorsement on the check differs radically from the signature card, the CWB shall obtain affidavit from the recipient in which the recipient states that such check was received, cashed and used for his own purposes.

RECORDING IN WELFARE BOARD MINUTES

In order to give validity to authorization of assistance payments by the CWB and in order to make proper and adequate audit possible, all actions of the Board shall be individually recorded each month in the Minutes of the Board meeting. The formal procedure and content of the Minutes shall be presented in accordance with Ruling No. 22.

ASSISTANCE PAYMENTS

REGISTRATION NUMBER	NAME OF CLIENT AND NAME OF PAYEE	TOTAL APPROVED GRANT	VENDOR PAYMENT		NON-VENDOR PAYMENT	
			AMOUNT	CHECK NO.	AMOUNT	CHECK NO.

SECTION I SUMMARY OF RECIPIENT COUNT

Active Cases

I OAA PROGRAM	II DA PROGRAM
------------------	------------------

1. Total (Item 29a Form OA-8 & DA-8 for Respective Programs)
2. Less the Number of Restricted Payment Cases (inc. in Item 1 above)
3. Active Cases, Assist. Paymts. Eligible for Fed Match. (1 minus 2)
4. Adjustment to Above Recipient Count
 - a. Explain on other side, indicate plus or minus
5. Active Cases Eligible for Federal Matching*.....
 - a. Medical Institution Cases Included in Item 5 Above.....
 - b. Other Cases Included in Item 5 Above

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Closed Cases, Terminal Medical Payments Eligible for Fed. Matching

6. Count of Cases in Section A, Part 3, Marked with the Letter " F "

_____	_____
-------	-------

* If any case is listed for Federally matchable payments in both SECTION A PART I and SECTION B PART I count this case in 5.a. only.

SECTION II SUMMARY OF GROSS ASSISTANCE EXPENDITURES, ACT. CASES

A. Active Cases Federally Matchable

1. Vendor Payments in Section A Part 1.....
2. Non-vendor Payments in Section A Part 1.....
- B. Active Cases Restricted Payments Section A Part 2.....
- C. Total (Sum of A1, A2, and B enter in G1 and K1).....
- D. Active Cases Federally Matchable Section B Part 1.....
- E. Active Cases Restricted Payments Section B Part 2.....
- F. Total (Sum of D and E enter in H1 and L1).....

I OAA PROGRAM	II DA PROGRAM
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SECTION III SUMMARY OF ASSISTANCE EXPENDITURES AND ALLOCATION OF CHARGE

OAA Type of Payment

- G. Section A Medical Institution Cases
 1. Active Cases (Line C Column I above)
 2. Closed Cases (Total Section A Part 3)
- H. Section B Other Cases
 1. Active Cases (Line F Column I above)
 2. Closed Cases (Total Section B Part 3)
- I. Section C Burial Payments.....
- J. Total.....

COUNTY	STATE	FEDERAL	TOTAL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	XXXX	_____
_____	_____	XXXX	_____
_____	_____	_____	_____
XXXX	XXXX	XXXX	XXXX

DA Type of Payment

- K. Section A Medical Institution Cases
 1. Active Cases (Line C Column II above)
 2. Closed Cases (Total Section A Part 3)
- L. Section B Other Cases
 1. Active Cases (Line F Column II above)
 2. Closed Cases (Total Section B Part 3)
- M. Section C Burial Payments.....
- N. Total.....

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	XXXX	_____
_____	_____	XXXX	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION IV SUMMARY OF ASSISTANCE ACCOUNT EXPENDITURES

- O. Total Expenditures Section III (OAA Prog.) Line J
- P. Total Expenditures Section III (DA Prog.) Line N
- Q. Total Expenditures (Sum of Line O & P forward to Form ODA-5)

COUNTY	FEDERAL/STATE	TOTAL
_____	_____	_____
_____	_____	_____
_____	_____	_____

COUNTY WELFARE BOARD

FORM ODA-45 (Rev. 10/58)
(C.W.B. Supplement to Form PA-3A)

ACCOUNTING SUMMARY AND CASH DISBURSEMENT CONTROL FOR CASES WITH APPROVED
MEDICAL INSTITUTION PAYMENTS FOR MONTH OF _____ 195__

(This form should be completed with respect to Assistance Payments for budgeted requirements covering patient care allowances in approved public or private medical institutions.)

A. Case Number, Name,
Address and Total
Amount of Approved
Assistance

B. Name of Approved Medical Institution
If included in client's address above
entry is not required.

C. Check period of patient care
covered by this payment:

- () Less than one month
() One month
() More than one month

Approved Total Assistance Grant for Budgeted Needs in Specified Living Arrangements;	I TOTAL NEEDS INCOME AND GRANT (FORM PA-3A)	II PATIENT CARE REQUIREMENTS (APPROVED MED. INST)	III OTHER APPROVED REQUIREMENTS (PERSONAL NEEDS)
1. As an acute patient in an approved public facility (includes all approved allowances while a patient.)			
2. As a chronically ill patient in an approved medical facility (inc. all appr'd. allow. while a patient)			
3. As an approved case in other living arrangements i.e., Roomer, boarder, in own home, with relatives, etc.			
4. Total budgeted needs approved this month, (Sum of 1, 2, and 3 above)			
5. Less: income applied to budgeted needs this month. (apply first in Col. III, balance in Col. II, Total Col. I)			
6. Allocation of approved total grant, (Col. I must agree with Minute authorization and Form ODA-3A)			

7. Check numbers (Money and Vendor Payments)
(See other side)

INSTRUCTIONS FOR PREPARING THIS SUMMARY

(Month

Year)

(Vendor Payts.)

(Non-Vend. Payts.)

Item Description

- A. This entry may be completed by addressograph. The information required is self evident.

	195.....		
--	----------	--	--
- B. Enter name of approved medical institution(s).

	195.....		
--	----------	--	--
- C. Check the period of patient care provided in the total requirement.

	195.....		
--	----------	--	--
- 1., 2, 3. In Column One (Lines 1, 2, and 3) enter the "Total Needs" as reported on Form PA-3A. (Covering requirements for the client in the specified living arrangements).

	195.....		
--	----------	--	--

In Column Two (Line No. 1 and 2) enter the portion of total needs for patient care allowances payable to the approved medical institution.

	195.....		
--	----------	--	--

In Column Three (Lines 1, 2, and 3) enter the portion of client's needs payable to the client (personal incidentals and special circumstances items).

	195.....		
--	----------	--	--
- 4. Self evident.

	195.....		
--	----------	--	--
- 5. In Column One enter income as reported on Form PA-3A. In Column Three enter portion of income up to but not exceeding Line four. Any remaining income should be entered in Column Two.

	195.....		
--	----------	--	--
- 6. In all Columns enter net allocation of approved Total Grant.

	195.....		
--	----------	--	--
- 7. Information required is self evident.

	195.....		
--	----------	--	--

CHAPTER IV

REQUISITION AND DISBURSEMENT OF FUNDS FOR ADMINISTRATION

Applies in ADC

Jan. 1960

CHAPTER IV

REQUISITION AND DISBURSEMENT OF FUNDS FOR ADMINISTRATION

Every quarter the State Division will allot to each county welfare board its proper proportion of funds received from the Federal Government for administration, such proportion to be determined as provided in Title 44:7-27. Requisition for such allotment will be made on the State's standard bill (Form 100) which will be prepared by the State Division and mailed to the county for signature and affidavit.

Title 44:7-24 provides that payments of county funds for administration "shall be made monthly by the treasurer of the county upon the requisition of and to the secretary-treasurer of the county welfare board". It is therefore suggested that immediately after the first of each month, the director of welfare shall prepare an estimate of the amount of funds needed for administrative expenditures accruing and payable during such month.

The secretary-treasurer of the welfare board shall be authorized to requisition the Board of Chosen Freeholders for the county's share of the estimated amount so required, such authorization being noted in the minutes as in the case of assistance funds. The requisition shall be prepared on the county's standard form showing the estimate of the full amount required for the month, and deducting balances (including the federal subsidy) available to apply against such estimate. The requisition to the county for the difference, should be made in the following form:

"For funds required for allocation to administrative expenses of the
_____ County Welfare Board for the month of _____, 19____,
as provided in Title 44:7."

The respective advances from the county and state (allotment of earned federal grant for administration) shall be deposited to the Administration Account against which checks for administrative expenditures will be drawn. In making such disbursements the following procedure will be observed:

A. Actual payment for any authorized expenditure shall be ordered by the county welfare board only on verified voucher submitted therefore.

B. All expenditures shall be duly authorized by the county welfare board and noted in the minutes.

C. All disbursements and payments shall be made by check, signed by the Director and Secretary-Treasurer and drawn on the Administration Account.

INSTRUCTIONS FOR FORM OA-15 AND OA-16

Applies in ADC

Jan. 1960

INSTRUCTIONS FOR FORM OA-15 AND OA-16

Forms OA-15 and OA-16 together constitute required reporting of administrative activity to the State Bureau. Both forms are monthly statements of the administration account and shall be submitted to the State Bureau not later than the fifth working day of the month following the month for which they are prepared.

Form OA-15

Form OA-15 is so constructed that it will serve as an accounting statement. The report is made up of four sections, respectively reporting opening balance, additions, deductions, and closing balance; and provides four money columns. The CWB is required to report information in the Total column only, the remaining three columns being for use of the State Bureau.

Most of the items to be reported on Form OA-15 are self-explanatory. In the "Deductions" section, the CWB will summarize on Lines H through P the entries appearing in the respective columns on Form OA-16. The CWB should not report any entries on Lines E and S(Other) until such entries have been referred to the State Bureau for clarification.

Line V will report the total of the balances appearing in the reserve accounts, #90 - 94.

Item R, "Remittances to County Treasurer", will be used when an amount received from the State Treasurer in lieu of certain expenditures as rent, retirement, etc., not provided for in the CWB budget, is forwarded to the County Treasurer. Any remittance of this nature should not be in excess of the allowance received; and should only be made after receiving the respective earned grant. The payment to the County Treasurer should correspond with the amount received and reported by memorandum entry on the quarterly statement of earned grant.

Where payments to the County Treasurer represent items provided in the CWB budget the payment to the County Treasurer will be reflected as a regular disbursement in the CWB cash-journal and on this report. Payments of this kind should be made as follows:

1. CWB budgeted rent payments to County Treasurer.

Pay first six months in June.
Pay second six months in December.

2. CWB budgeted Public Employees Retirement System payments of employer's share.

Make annual payment in June.

3. CWB budgeted Federal Insurance Contribution Act (Social Security) payments of employer's share.

Make quarterly payments.

Form OA-15 (Contd.)

Item "D-Refunds" will be itemized in Schedule A on the reverse side of the Form. The following information must be reported in Schedule A for each refund, credit or cancellation: the date, description, check number, amount, and account charged for the original disbursement; and the date received and amount of the credit being reported.

Form OA-16

Form OA-16 is so constructed that it can be prepared directly from the cash-journal "Administration Account Record of Cash Receipts and Disbursements". As revised, the form consists of the following columns:

Date, Payee and Description, Check Number

Entry will be made in these three columns for all disbursements made during the month.

Personal Service Expense, Employee Benefit Plans

Indicate the amount of the disbursement and the appropriate number, 61. or 62., for the account which is being charged.

Travel Expense

Indicate the total amount of the disbursement or that portion of the total payment which is being charged to this account. When a number of travel expense vouchers are being processed at the same time, as employees' mileage, the CWB may list the individual payments on a single schedule and enter such total amount in the cash book and in this report with proper schedule reference in the "Payee and Description" column.

Office Supplies, Materials, Communications, etc.

Indicate the amount of each disbursement chargeable to this account.

Equipment Purchases, Rental of Office Space, Repairs and Alterations

Indicate the amount of the disbursement and the appropriate number, control and reference, for the account which is being charged; i.e., 65., 66., or 67.

Miscellaneous Expense - Matchable

Indicate the amount of the disbursement chargeable to this account.

Miscellaneous Expense - Non-Matchable

Indicate the amount of the disbursement chargeable to this account.

When a number of similar vouchers are being processed for either of the Miscellaneous Expense accounts (Matchable or Non-Matchable), as employees' conference expenses, etc., the CWB may schedule the payments (e.g., refer to Travel Expense above) and record only the total amount in this column with proper identification in the Description column. Such reporting must be supported by an invoice schedule listing of the individual payments.

CHAPTER V

RECEIPTS AND DISBURSEMENTS IN THE CLEARING AND TRUST ACCOUNTS
CLEARING ACCOUNT RECEIPTS AND DISBURSEMENTS

Applies in ADC

Jan. 1960

CHAPTER V

RECEIPTS AND DISBURSEMENTS IN THE CLEARING AND TRUST ACCOUNTS

Clearing Account Receipts and Disbursements

The Clearing Account has been designed and shall be maintained as a control account of all funds received for any client's account or to be credited to any client's account. The primary purpose of this account is described by its name as a record of funds held temporarily, i.e., pending decision authorizing specific disposition of each receipt.

Clearing Account receipts are funds received from any source except the following items which by their nature are readily identified:

- Funds received from the State Treasurer.
- Funds received from the County Treasurer.
- Reimbursement apportionments received from another county.
- Refunds or rebates of true administrative expenses previously disbursed from the Administration Account.

Clearing Account disbursements, constituting all payments for the account of or to any client from a previous receipt, may be made only after approval of the voucher and authorization for payment has been given by the welfare board and properly recorded in the minutes. Disbursement to clients of funds received from relatives after the board meeting may be made on blanket authorization from the Welfare Board subject to formal approval at a subsequent meeting. All disbursements and payments shall be made by check, signed by the director and secretary-treasurer, or, at the option of the welfare board, by the director only. Such option shall be expressed in a resolution and adopted by the welfare board at the annual re-organization meeting and duly recorded in the minutes of the board each year.

Entry for the disbursement of funds reimbursed to the State and County may be made in a lump sum for the above classification rather than a listing of the individuals comprising the recoveries in which case posting to the individual ledger shall be made from Form ODA-12.

The Secretary-Treasurer's monthly report to the welfare board, properly noted in the minutes shall include a summary of the Clearing Account by reporting the previous balance plus the receipts by source, less the disbursements by object, and the final balance.

Form OA-3A shall be prepared and filed in the case record immediately upon receipt of any funds to be deposited in the Clearing Account. This statement shall show the date, source and amount received. Similar statements on Form OA-3A shall be prepared also supporting all disbursements from this account and filed in the case record.

Each month the welfare board shall forward to the State Bureau an accounting of the Clearing Account on Form OA-22. This form is prepared directly from the cash-journals; the classification of receipts and disbursements called for on the report correspond with the required columnar headings in the cash-journal. This report shall be submitted to the State Bureau on or before the fifth working day of the month following the transactions recorded.

TRUST ACCOUNT RECEIPTS AND DISBURSEMENTS

Applies in ADC

Jan. 1960

Trust Account Receipts and Disbursements

The Trust Account shall be maintained as a control account of funds transferred from the Clearing Account following duly authorized determination. The funds to be maintained in this account are funds deposited for the use of the client or to be held for the payment of any bills outstanding at the time of the client's death.

The account is designed primarily to segregate the funds of the client from which no immediate disbursement is anticipated. Accordingly the account is to be used only if the client is living, except in rare instances when prompt settlement of deceased client's estate is not possible. In such cases it is recommended that the funds be transferred from the Clearing to the Trust Account pending final distribution.

The Trust Account disbursements are funds paid to or for the account of a living client or funds transferred to the Clearing Account for payment of bills after the client's death. Disbursements shall be made only after approval of the voucher and authorization for such payment has been given by the welfare board and properly recorded in the minutes. All disbursements shall be made by check signed by the director and secretary-treasurer, or, at the option of the welfare board, by the director only. Such option shall be expressed in a resolution and adopted by the welfare board at the annual re-organization meeting and duly recorded in the minutes of the board each year.

The welfare board's minutes shall include a summary of Trust Account activity which will reflect the opening balance, plus the receipts by source, the disbursements by object, and the final balance.

The welfare board shall report the activity in this account to the State Division on Form OA-23. This report is prepared directly from the cash-journal, "Trust Account - Record of Cash Receipts and Disbursements." The classification of receipts and disbursements called for on the report form correspond with the columns similarly titled on the cash-journal form. This form shall be prepared at the close of each month and one copy submitted to the State Division on or before the fifteenth day of the month following the transactions recorded.

It is suggested that the welfare board conduct the following test check of items reported on Form OA-22 and OA-23 before submittal to the State Division:

- 1) The opening balance must be in agreement with the prior month's closing balance, unless the difference is fully explained by foot note;
- 2) The entry on Form OA-22, line 11, must agree with the amount entered on Form OA-23, Line I;
- 3) The sum of the entries on Form OA-22, lines 18, 25, 26 and 27 must equal the amount entered on Form OA-23, line B.

CONTROLS OF CLIENT'S SUBSIDIARY ACCOUNT BALANCES

Applies in ADC

Jan. 1960

Controls of Client's Subsidiary Account Balances

It is the policy of the State Division to conserve the assets of clients and to reserve the funds of recipients for any expenses that cannot be met from the regular assistance grants. However, experience has shown that \$300.00 will usually care for the recipient's extraordinary expenses while living, expenses of the last illness, and burial costs.

In connection with this policy it is suggested that the Director of Welfare conduct regular examination of the individual clearing and trust accounts to determine the cases that should be brought to the Welfare Board's attention.

As a guide to the specific types of cases the Director of Welfare shall have the Welfare Board review, it is suggested that particular attention be directed to the following:

All accounts that have credit balances of more than \$300.00;

All accounts to the credit of a deceased recipient;

Accounts in which the Welfare Board has reported full reimbursement and the client's case has been discharged from the assistance rolls;

Accounts that represent reimbursement or collection against a specific assistance check.

CHAPTER VI

OTHER FINANCIAL RECORDS AND REPORTS

Applies in ADC

Jan. 1960

CHAPTER VI

OTHER FINANCIAL RECORDS AND REPORTS

At the close of each month, reconciliations shall be made of cash balances in banks as reported by the statements of such banks, in relation to each of the four principal accounts; Assistance Account, Administration Account, Clearing Account, and Trust Account. The statements of such reconciliations shall be prepared in clear and legible form and shall be retained as permanent records in the office of the welfare board, readily available at any time in connection with any examination or audit of accounts. Checks outstanding more than three months should be investigated and action taken as warranted. Checks outstanding more than six months shall have stop payment notice issued and checks credited.

Trial Balances

Trial balances of all accounts shall be run monthly, after posting; and in the last month of each fiscal quarter, two trial balances shall be run, one after posting but before closure, and one after closure. The statements of such trial balances shall be prepared in clear and legible form and shall be retained as permanent records in the office of the welfare board readily available at any time in connection with any examination or audit of accounts.

Vouchers

All disbursements from the Administration Account shall be supported by vouchers, of uniform design within each county as adopted by the welfare board, and all vouchers of more than \$5.00 shall be supported by affidavit. The voucher shall be executed by the claimant, except that all salary items, if supported by a formal payroll statement which is filed as a permanent record, need not be further supported by individual sworn vouchers. In the latter case the voucher shall include both salary checks and check or checks representing deductions made for each payroll period covered. In counties not covered by Civil Service, one voucher shall be drawn each pay period listing the individual, gross salary deductions, and net salary and totalled accumulatively. Check numbers covering the payroll shall be noted thereon also.

All disbursements from the Clearing Account shall be supported by vouchers, of uniform design within each county as adopted by the welfare board for use in connection with the Administration Account. If the disbursement is in any one of the following classes, no sworn voucher is necessary, but a voucher shall be signed by the Director of Welfare or authorized deputy:

- Cash payments direct to the client himself;*
- Burial payments;
- Transfers to the Trust Account;
- Transfers to the Assistance Account;
- Transfers to the Administration Account;
- Remittances to the State Treasurer;
- Remittances to the welfare boards of other counties;
- Disbursements of \$5.00 or less.

* A number of payments of this type may be reported on a single voucher provided the following information is noted for each individual payment; Case number, name, description of disbursement, check number and amount. The voucher in this instance will show more than one number.

Applies in ADC

Jan. 1960

All other disbursements from the Clearing Account, without exception, shall be supported by a sworn voucher, executed by the claimant.

All disbursements from the Trust Account shall be supported by voucher of the same form as above, subject to the same limitations and exceptions as described for the Clearing Account. That is, disbursements made to the client himself, or transfers to the Clearing Account, will be supported by an unsworn voucher, signed by the Director of Welfare or his authorized deputy. All other disbursements of more than \$5.00 shall be supported by a sworn voucher, executed by the claimant.

All such vouchers may be numbered in accord with the numbering of the checks issued in payment, or, if otherwise numbered, the check number shall be entered thereon. Such vouchers shall be kept filed in numerical order in the office of the county welfare board as permanent records readily available at any time in connection with any examination or audit of accounts.

Handling of Petty Cash

Petty cash funds shall be maintained on the imprest system. Therefore at any time after the fund is set up, the sum of the cash and receipted bills (of items paid) must agree with the original amount of the fund.

At such time as it appears necessary to replenish the fund it will be necessary to draw a check on the Administration Account for all or a portion of the amount of the items that have been paid from the fund. The proper recording of the check payable to the petty cash fund is further accomplished by actually charging such accounts as are indicated by the petty cash vouchers or bills.

Clients' Assets

A receipt book system shall be maintained by a responsible person, preferably the bookkeeper, who will issue a receipt for all assets of whatever nature, including cash, checks, insurance policies, deeds, stocks, bonds, etc., received from and for the account of recipients of Old Age Assistance.

Two sets of receipts will be employed, the original in each set being perforated. The first set will be issued either by the case worker at such time as cash or other resources might be given to him either in the field or in the office, or by an office employe, other than the bookkeeper, who has been designated by the director as being initially responsible for any assets received through the mail or other sources, other than those received by the case worker. This receipt will be prepared in duplicate, the original being given to the client or other person giving the asset and the duplicate being retained in the employe's book.

The second set, issued by the bookkeeper, shall also be in duplicate, the original will be given to the employe, who will attach this receipt to the copy retained in his book, or other person submitting the asset. The duplicate copy of this set remains in the bookkeeper's book.

All receipts shall be pre-numbered, each set independently, and a record kept of the particular books given to case workers or other employes. The receipt books shall be made a part of the audit examination.

APPLIES IN ADC

Jan. 1960

The welfare boards shall maintain an inventory or register of all liquid or negotiable assets of clients coming within their control. This record shall show as a minimum the following information: 1) case number, 2) serial number of asset, 3) type of asset, 4) value, and 5) income. The following will serve as a sample of proper entries:

<u>Case No.</u>	<u>Number</u>	<u>Type</u>	<u>Value</u>	<u>Income</u>	<u>Remarks</u>
3	6432	First Nat'l Bank Deferred Account	\$121.00	None	
302	91743	3 Shares Common Stock Eastern Utility Co.	\$90.00	5%	Par Value
1610	82391	Bond Public Service	\$250.00	6%	Matures 9-1-46
1739	2	Promissory Note Jones & Company	\$400.00	X	6% Interest Payable with Principal
1741	89121	Savings Account Trust Company	\$128.00	1%	
1924	21876B	Postal Savings Acct.	\$18.00	2%	Book held Not Assigned

CHAPTER VII

FORM AND OPERATION OF CASH-JOURNALS

The accounting system here outlined does not require the maintenance of a general journal. However, record of cash receipts and disbursements with respect to the Assistance, Administration, Clearing, and Trust sections of the ledger accounts will be maintained in cash-journal form for each such section. The cash-journal forms are intended to establish uniformity in the recording of receipts and disbursements by all counties and no variation from the sample forms shall be made without the approval of the State Bureau.

Assistance Section - Cash-Journal

Assistance Account: Record of Cash Receipts and Disbursements

All assistance receipts and disbursements of the county welfare board are recorded in chronological order on this cash-journal form. The cash balance, which can be determined currently by subtracting cash disbursements from cash receipts, represents the amount of unexpended assistance funds which should be on deposit. This figure shall be reconciled monthly with the appropriate bank statement.

The record is self-balancing; i.e., the sum of all debit columns, including the "General" section debit, should equal the sum of all credit columns including the "General" section credit. This test-check should be made monthly before posting to the General Ledger.

The advances for assistance received each month from the State and County Treasurers are entered in the "Cash Receipts" (Dr.) and "General" (Cr.) columns, and the titles of the ledger accounts to be credited are stated in the "Account" column with the numbers of such ledger accounts being stated in the "Folio" column, after the entry has been posted to the general ledger. All other receipts, except refunds for overpayments or improper payments, and also cancellations of checks for assistance and burial payments, are entered in "Cash Receipt" (Dr.) with the corresponding credit in the appropriate program column.

In order that the cash balance may be readily available in the cash-journal, the opening entry each month shall be "Balance Forwarded" in the "Name" column, with such balance entered in the "Cash Receipts" (Dr.) column and "General" (Cr.) column. The titles to be entered in the "Account" column for this credit is "Cash-Assistance". This credit in the "General" column should be posted directly to the General Ledger. Such posting should be made to account #2 "Cash-Assistance" and should have the effect of closing out this account. However, formal closure by ruling is not made. All general ledger accounts 1 to 22 and the assistance cash-journal will report individual accounting transactions for old age assistance, disability assistance, assistance for dependent children, and Cuban assistance.

Assistance payments, including disbursements for burial from public funds are recorded, as they occur, in the "Cash Disbursements" (Cr.) column and in the "Medical Care Claims Payable", and respective programs (OAA, DA, ADC) (Dr.) columns.

Transactions which do not involve cash items are entered in this journal, primarily utilizing the "General" section. This contemplates such entries as - recording the amount appropriated by the county; recording of approved Medical Care Claims Payable; monthly closing entries; and account closures at the end of the appropriation period. Such entries do not preclude the use of columns other than those in the "General" section where appropriate; for example - correction of a prior error of entry or of posting. Errors of entry should not be erased at any time. If not posted to the General Ledger, they may be lightly ruled out and correctly entered; but if posted, they should be corrected by journal entry. All journal entries, regardless of character, should be fully explained in the "Description" column.

Daily posting shall be made to the General Ledger of those amounts appearing in Account No. 13 and the "General" section of the cash-journal. At the close of the business for the month, the several columns shall be totalled. The totals appearing in the cash columns shall be posted directly to the General Ledger Account No. 2. The debit and credit columns for the respective programs (OAA, DA, ADC) shall be posted in total to the appropriate General Ledger account.

The OAA, DA, and ADC Assistance Disbursement Accounts No. 10, 11, and 12 shall be closed monthly to the State and County Accounts No. 3 and 4.

Summary Analysis

In order to provide information which will be useful in preparing a statement of charges for each type of expenditure, a summary analysis of gross assistance disbursements by type of expenditure must be maintained for Old Age Assistance, Disability Assistance, and Assistance for Dependent Children. The cash-journal or similar form will be used and monthly totals for disbursements entered under the following column headings and sub-headings. The source of the expenditure entries and allocation of charges is Section II of the respective Forms ODA-4A, ADC-4A as follows:

- 1) Medical Institution Cases (Column I)
 - a) Direct Assistance (Money) Payments (Item 6)
 - b) Medical Care Vendor Claims (Item 7)
 - c) Total Amount of Assistance (Item 9)
 - d) Federal (Item 10)
 - e) Remainder After Federal (Item 11)
 - f) State (Item 12)
 - g) County (Item 13)

- 2) Other Cases (Column II)
 - a) Direct Assistance (Money) Payments (Item 6)
 - b) Medical Care Vendor Claims (Item 7)
 - c) Burials (Item 8)
 - d) Total Assistance and Burials (Item 9)
 - e) Federal (Item 10)
 - f) Remainder After Federal (Item 11)
 - g) State (Item 12)
 - h) County (Item 13)

- 3) Total All Cases (Column III)
 - a) Direct Assistance (Money) Payments
 - b) Medical Care Vendor Claims
 - c) Burial Payments
 - d) Total Amount of Assistance and Burial Payments
 - e) Federal Participation
 - f) Remainder After Federal
 - g) State Participation
 - h) County Participation

The source of the credit entries for the respective programs is Section II of Form ODA-6A, (Items 4 - 11 inclusive).

Illustrative Journal Entries

The following are examples of opening, operating, and closing entries, expressed in journal form, which are made in the "Assistance Account - Record of Cash Receipts and Disbursements", and which are posted therefrom to the General Ledger.

Opening Entry

Non-requisitioned Appropriation - Old Age Assistance
 Non-requisitioned Appropriation - Disability Assistance
 Non-requisitioned Appropriation - Assistance for Dependent Children

County Appropriation - Assistance

To record the total appropriation for assistance authorized by the County Board of Chosen Freeholders for the calendar year of _____.

Operating Entries

Cash * Assistance

State of New Jersey - Advances for Assistance

To record advances by the State of New Jersey of Federal and State shares of estimated expenditures for assistance for the month of _____.

Cash - Assistance

- Non-requisitioned Appropriation - Old Age Assistance
- Non-requisitioned Appropriation - Disability Assistance
- Non-requisitioned Appropriation - Assistance for Dependent Children

To record funds received from the County Treasurer for the payment of the county's share of assistance for the month of _____.

Assistance Disbursements - OAA, DA, ADC

Cash - Assistance

To record the respective program gross expenditures for assistance and burials for the month of _____.

Cash - Assistance

Assistance Disbursement Credits - OAA, DA, ADC

To record cancellations and overpayment refunds applicable to assistance and burial payments for the respective programs.

Cash - Assistance

Transfers from Clearing Account - County Participation Collections

To record the county's share of collections transferred from the clearing account.

Monthly Adjusting and Closing Entries

OAA, DA, ADC	Dr. Account #10 (#11, #12) Cr. Account #3	- Form ODA-6A, Line 14
OAA - DA	Dr. Account #3 Cr. Account #10 (#11)	- Form ODA-4A, Line 16
ADC	Dr. Account #3 Cr. Account #12	- Form ADC-4A, Line 14
Cuban Assistance	Dr. Account #3 Cr. Account #22	
OAA, DA, ADC	Dr. Account #10 (#11, #12) Cr. Account #4	- Form ODA-6A, Line 15
OAA - DA	Dr. Account #4 Cr. Account #10 (#11)	- Form ODA-4A, Line 17
ADC	Dr. Account #4 Cr. Account #12	- Form ADC-4A, Line 15

Transfers from Clearing Account - County Participation

County Appropriation - Assistance

To close the county's share of collection into the County Appropriation account.

Annual Closing Entries

County Appropriation - Assistance

- Non-requisitioned Appropriation - Old Age Assistance
- Non-requisitioned Appropriation - Disability Assistance
- Non-requisitioned Appropriation - Assistance for Dependent Children

To close accounts reflecting assistance appropriation balances which revert at the close of the appropriation year.

To be used if County Balance is returned to the County Treasurer.

Non-requisitioned Appropriation - (OAA, DA, and ADC accounts)
Cash Assistance

To close the county portion of the cash assistance account reverting to the county's general fund at the close of the appropriation year.

Upon completion of the annual closing entries the following accounts may have remaining balances to be forwarded to the succeeding appropriation year:

<u>Debit Balances</u>	equal to	<u>Credit Balance</u>
Cash-Assistance		State of New Jersey - Advances for Assistance Non-requisitioned Appropriation-Old Age Assistance Non-requisitioned Appropriation-Disability Assistance Non-requisitioned Appropriation-Assistance for Dependent Children

Administration Section-Cash Journal

Administration Account - Record of Cash Receipts and Disbursements

All administrative receipts and disbursements of the CWB are recorded in chronological order on this cash-journal form. The cash balance, which can be determined currently by subtracting cash disbursements from cash receipts, represents the amount of unexpended administration funds which should be on deposit. This figure shall be reconciled monthly with the appropriate bank statement.

The record is self-balancing, i.e., the sum of the "Receipts" column, the "Administrative Expenses - Total Control" column, and the "Debit" column of the "General" section, should equal the sum of the "Disbursements" column and the "Credit" column of the "General" section. This test-check should be made monthly before completing the posting to the General Ledger.

All receipts, including refunds of payments and of overpayments are entered in the "Cash Receipts" (Dr.) and "General" (Cr.) columns, and the titles of the ledger accounts to be credited are stated in the "Account" column with the account number and decimal coding of such ledger accounts being stated in the "Folio" column.

It is to be noted that all credits or refunds will be reported directly to the general ledger account for which the credit was recovered. It will be necessary to report two credit entries in the General section for a single refund item since all items must be credited to the control account and the individual expense account. The credit to the individual expense account will be identified as a non-add item.

In order that the cash balance may be readily available in the cash-journal, the opening entry each month shall be "Balance Forwarded" (in "Payee and Description" column), with such balance entered in the "Cash Receipts" (Dr.) column and "General" (Cr.) column. The title to be entered in the "Account Title" column for this credit is "Cash-Administration". The credit in the "General" column should be posted to the general ledger. Such posting should be made to account #51 "Cash-Administration", and should have the effect of closing out this account. However, formal closure by ruling is not made.

Disbursements are entered in this record from the approved vouchers, showing date, payee, description of item, and check number in the respective columns provided. The amount will be entered in the "Cash Disbursements" column and the "Total Control" columns, together with entry in the proper columns for the subsidiary operating expense accounts to be charged. The operating expense account number and decimal coding for each disbursement will be entered in the column provided. If charges for two or more accounts are included on one voucher (as equipment and supplies purchases from the same vendor), a separate line in the cash-journal will be used for each account showing the account number and decimal coding, and the amount charged.

Whenever current deductions are made from payrolls for health insurance, savings bonds, withholding tax, pension funds, etc., employee checks will be drawn for salary less deductions, with a single additional check being issued wherever practical for each category of deduction to the order of the appropriate person or organization.

The withholding tax will be deducted from each employee's check, and a check for the current month's taxes collected shall be issued to the depository authorized by the Secretary of the Treasury to receive deposits of withheld taxes, such check being made payable to National Bank, Account Withheld Taxes. A receipt will be issued by the depository for the amount of each such payment made. For the third month in each quarter, the payment for withheld taxes, in addition to the receipts from the depository and the quarterly statement of taxes withheld, will be forwarded to the appropriate office of the Collector of Internal Revenue.

Entries in the cash-journal for all deductions mentioned above will be as follows: Cash credit column will report the net amount of checks paid while the "Control Total" column and the "Personal Service Expense" column will be debited with the gross amount of salaries and wages earned and reported on the payroll; identification will be as 61.1. In the "General" section credits will be reported for each of the following items as may be required:

- a. 90. Reserve for Public Employees Retirement System employees' deductions.
- b. 91. Reserve for employees premiums, health insurance.
- c. 92. Reserve for employees' deductions for withholding tax.
- d. 93. Reserve for employees' deductions for F.I.C.A. (Social Security).
- e. 94. Reserve for employees' savings bonds.

When the check or checks for payment of the various payroll deductions are issued, the amount of the check or checks will be credited to Cash Disbursements and debited (in the "General" section of the cash-journal) to the various reserve accounts mentioned above.

If the payment of pension or retirement deductions includes payments on or for the account of employees on military leave, the payment may be included in the check covering the amount reported on the regular payroll provided an entry has been reported as a debit in the Control Total column and in the Employee Benefit Plans (62.2) column, and as a credit to the reserve for retirement or pension deductions to be reported in the "General" section of the cash-journal.

Transactions which do not involve cash items also are entered in this journal, primarily utilizing the "General" section. This contemplates such entries as those recording the amount appropriated by the county, monthly closing entries, and account closures at the end of the appropriation period. Such entries do not preclude the use of columns other than those in the "General" section where appropriate, for example, correction of a prior error of entry or of posting. Errors of entry should not be erased at any time. If not posted to the general ledger, they may be lightly ruled out and correctly entered; but if posted, they should be corrected by journal entry. All journal entries, regardless of character, should be fully explained in the "Description" column.

Daily posting shall be made to the nine operating expense accounts in the general ledger for each item appearing in the respective columns of the cash-journal. Each posting of an expense item to the general ledger shall be further identified by the applicable decimal coding.

Daily posting shall also be made to the general ledger of those amounts appearing in the "General" section of the cash-journal.

At the end of each month, the several columns shall be totalled and the equality of debits and credits verified. Posting of the totals of the operating expense columns will not be made since the individual amounts will have been posted daily to the appropriate accounts. The net totals of the "Cash Receipts" column, a debit entry; the "Cash Disbursements" column, a credit entry; and the "Administrative Expense-Control" column, a debit entry, are the only columns in the cash-journal which will be posted in total to the general ledger.

Illustrative Journal Entries

The following are examples of opening, operating, and closing entries, expressed in journal form, which are made in the "Administration Account - Record of Cash Receipts and Disbursements", and which are posted therefrom to the general ledger:

Opening Entry

Non-requisitioned Appropriation - Administration
County Appropriation - Administration

To record the total appropriation for administration authorized by the County Board of Chosen Freeholders for the calendar year of _____.

Operating Entries

Cash-Administration

Non-requisitioned Appropriation - Administration

To record county funds received from the County Treasurer for the payment of administrative expenses.

Administration Expenses - Control and Subsidiary Accounts

Cash-Administration

To record administrative expenditures for the month of _____.

Administration Expenses - Control

Personal Service Expense - 61.1

Cash-Administration

Reserve for Public Employees Retirement System employees' deductions
Reserve for (employees' premiums health insurance F.I.C.A., and other)

To record Salary and Wage expenditures for the first (second) half of _____.

~~Cash-Administration~~

Earned Grant for Administration

To record the county's share of the earned grant received from the State Treasurer for the quarter ended _____.

Monthly Adjusting and Closing Entry

Earned Grant for Administration

County Appropriation - Administration

To transfer the earned grant for administration to the county appropriation account.

County Appropriation - Administration

Administrative Expenses - Control and Subsidiary Accounts

To close the balances in the county administration expense accounts to the county appropriation account for administration.

Annual Closing Entries

To be used if balance is returned to the County Treasurer.

Non-requisitioned Appropriation - Administration

Cash-Administration

To close the balance of administration funds which revert to the County's general fund at the close of the appropriation year.

County Appropriation - Administration
Non-requisitioned Appropriation - Administration

To close accounts reflecting administration appropriation balances which revert at the close of the appropriation year.

Upon completion of the annual closing entries, the following accounts may have remaining balances to be forwarded to the succeeding appropriation year:

<u>Debit Balances</u>	equal to	<u>Credit Balance</u>
Cash - Administration		Non-requisitioned Appropriation - Administration

Clearing Account Section - Cash Journal

The cash-journal for the Clearing Account consists of a "Record of Cash Receipts" and a "Record of Cash Disbursements". Each of such records requires the double-spread of a columnar journal, and the respective records are therefore maintained in separate sections of the same journal volume.

Clearing Account - Record of Cash Receipts

The purpose of this form is to provide a daily record, in cash journal form, of collections by source, for posting to the General Ledger and subsidiary accounts, and for the monthly preparation of the report "Statement of Assistance Clearing Account".

The date, case number, name of client, and description of receipt are entered for each individual item as received, showing in the proper column a total of the receipt, and showing in the following columns the distribution of the source or sources of such receipt. Columns are provided for the various recurring types of receipts, and a general column is provided for "Other" receipts which are to be identified as to source. The master receipt number must be entered for all collections in the description column or in a separate column.

In making distribution of each receipt to source column, the following interpretations shall be carefully observed:

<u>Column</u>	<u>Interpretation</u>
<u>Fraternal Insurance</u>	Includes benefits of any kind, whether for death, sickness, accident, etc., and refunds of dues or assessments, which become available by reason of client's membership, or the membership of client's spouse, in a fraternal organization. The receipt shall be classified in this column regardless of whether the welfare board makes the collection direct from the fraternal order, or from the client, his relatives, or other person.

Other Life Insurance

Includes payments of any kind, whether for death, sickness, accident, disability, etc., refunds of premiums, dividends, endowments, surrender values, etc., paid by an insurance company in which the client's life is insured. Industrial group insurance is included but not fraternal benefits. The receipt shall be classified in this column regardless of whether the welfare board makes the collection direct from the insurance company, or from the client, his relatives, or other person.

Old Age & Survivor's Insurance

Includes payments received from the Social Security Board for reimbursement of public funds advanced for burial by the Welfare Board on behalf of clients eligible for Old Age and Survivor's Insurance.

Real Estate

Includes collections of rent, proceeds of sale, considerations for releases and quit-claim deeds, or other payments arising out of any settlement, compromise, or other transaction directly relating to real estate of which the client is owner or in which he has a direct interest.

Client's Inheritance

Includes any funds which become available to or for the client from the estate of another person who is deceased. Funds which become available to or for the client through his being beneficiary of insurance (other than fraternal benefits for a deceased spouse) on the life of any person, shall be included here.

Cash and Bank Accounts

Includes funds which come from any account (other than the welfare board's Trust Account) of which the client was owner or part-owner, in any bank, whether open or closed. Includes also cash owned by the client which was not banked, for example, cash found on the person or in the home at time of death. Any cash payment made to the welfare board by the client himself, the immediate source of which is not identified, should also be included here; but if the source is known, the entry should be made in the appropriate column or in the column "Other" with explanation.

Securities

Includes collections of principal, interest, dividends, proceeds of sale, etc., with respect to any stocks, bonds, mortgages, promissory notes, and other securities not elsewhere classified, owned by the client. (Proceeds of stock participation certificates, etc., in a closed bank, which represent an account the client formerly had in such bank, should not be included here, but under "Cash and Bank Accounts".)

Cash Contributions by
Relatives and Friends

Includes any cash payments made to the Welfare Board by relatives and friends during the lifetime of the client, which payments are current contributions to the cost of the client's support and have no direct connection with any matter of fraternal benefits, insurance, real estate, etc. Cash payments made by relatives and friends after the death of the client, and which are not properly enterable in one or more of the other columns, should not be entered here, but in the column "Other", with explanation.

Accident Recoveries

Includes recoveries effected by the client or on his behalf from the party or parties responsible for an accident in which the client suffered injury. This does not include accident benefits paid by an insurance company or fraternal organization in which the client himself has a policy or membership entitling him to such benefit.

Transfers from Trust Account

Includes only funds transferred to the "Clearing Account" from the "Trust Account" for purposes of disbursement and distribution.

Other

Includes any collection, the source-character of which does not come under any of the preceding columns, or any part of a collection which cannot be otherwise classified.

Receipts are posted currently as credits to the individual-ledger clearing account for each grantee affected, (when such posting is made, the case number should be entered in "Folio" column on the cash-journal record as a cross-check). The total of the balances appearing in individual clearing accounts should be in agreement with the balance appearing in the General Ledger account "Collections for Distribution-Control Account" (#120), after posting at the end of each month.

At the end of the month, posting of the "Total" column on the cash-journal record is made to the General Ledger accounts as follows:

Debit: Clearing Account - Cash (Cash (#100))

Credit: Collections for Distribution - Control Account (#120)

For the purpose of maintaining a summary analysis of the receipts by source which can be readily totalled for any given period, this same cash-journal form will be used, maintaining a separate sheet thereof to which will be posted the monthly totals for receipts by classification, in lieu of maintaining General Ledger accounts for this purpose.

Clearing Account - Record of Cash Disbursements

The purpose of this form is to provide a daily record, in cash-journal form, of all clearing-account disbursements, by purpose, for posting to the General Ledger and subsidiary accounts, and for the preparation of the monthly report "Statement of Old Age Assistance Clearing Account".

All clearing account disbursements are entered on the cash-journal form, from the vouchers approved for payment by the county welfare board, when such payments are made. The date, case number, name of client, description (name of payee), voucher number and check numbers are entered for each individual item as disbursed, showing in the proper column the total of such disbursement by purpose.

Because of the variety of transactions which will operate through the Clearing Account, proper classification of disbursements is of special importance, and the following interpretations must be carefully observed:

- a) Deductions for Living Clients - includes only amounts paid out to the client or for the client, if the client is living at the time payment is made. If the client is living, the disbursement should be entered in this group regardless of whether the case is active or inactive;
- b) Deductions for Deceased Clients - includes only amounts paid out when the client is deceased at the time payment is made, regardless of whether the obligation is incurred before or after death;
- c) Refunds to Assistance Account - includes only amounts being refunded to the Assistance Account to be reported as adjustments on Form OA-6 or Form OA-6A (i.e. "cash credits"), regardless of whether the client is living or deceased, and the case active or inactive;
- d) Net Reimbursements - Distribution - includes only amounts reported as net reimbursement on Form OA-12, regardless of whether the client is living or deceased, and the case active or inactive,

The interpretations of the several columns within each of the above major classifications are as follows:

<u>Column</u>	<u>Interpretation</u>
<u>Deductions for living Clients</u>	
<u>Cash to Client</u>	Includes any amount paid directly to the client himself.
<u>Medical</u>	Includes any disbursement for professional service rendered to the client by a physician dentist, nurse or other licensed practitioner administering to health needs; for cost of

Column

Interpretation

drugs, prescriptions, special foods, eye-glasses, trusses, and other commodities and supplies of a medical or surgical character; and for cost of care or treatment in a nursing home licensed or approved under Ruling #18, or in a hospital, clinic or dispensary.

Other Bills (Client's)

Includes any disbursement to satisfy bills other than medical for services and commodities purchased by or for the client, such as rent, board, utilities, taxes, mortgage interest, property repairs, or other debts owned by the client.

Transfer to Trust Account

Includes only funds transferred from the "Clearing Account" to the "Trust Account", to be held for the later use and benefit of the client and other later disposition.

Other

Includes any disbursement, made while the client is living, the purpose of which is not properly enterable in one of the preceding columns. Each entry should be explained briefly in the "Purpose" column. Amounts transferred to the Assistance Account for cash credits or amounts credited to net reimbursement, are not entered here.

Deductions for Deceased Clients

Burial

Includes any disbursements to a funeral director, cemetery association, etc., covering the cost of burial of the deceased client. Do not include here disbursements for monuments, death certificates, or other items not a direct part of the total cost of interment or cremation.

Medical

Same as "Medical" above.

Other Bills (Client's)

Same as "Other Bills (Client's)" above.

Cash to Survivors -
Non-Surplus

Includes any funds released to a surviving spouse, child or other relative, when there has not been full reimbursement on the case

Cash to Survivors -
Surplus

Includes any funds released to a surviving spouse, child, or other relative, or to heirs, executors, or administrators, when there has been full reimbursement on the case.

<u>Column</u>	<u>Interpretation</u>
<u>Transfer to Trust Account For Survivors - Non-Surplus</u>	Includes any funds transferred to the Trust Account for the use and benefit of a surviving spouse, child, or other dependent, when there has <u>not</u> been full reimbursement on the case.
<u>Transfer to Trust Account for Survivors - Surplus</u>	Includes any funds transferred to the Trust Account for the use and benefit of a surviving spouse, child, or other dependent, when there has been full reimbursement on the case.
<u>Transfer to Trust Account Other</u>	Includes any funds of deceased clients transferred to the Trust Account for later distribution as reimbursement, etc. pending settlement of client's estate.
<u>Other</u>	Includes any disbursement, made after the death of the client, the purpose of which is not properly enterable in one of the preceding columns. Each entry should be explained briefly in the "purpose" column. Amounts transferred to the Assistance Account for cash credits, or amounts credits to net reimbursement, are <u>not</u> entered here.
<u>Refunds to Assistance Account</u>	
<u>Purpose Amount</u>	Includes any amounts being refunded to the Assistance Account to effect "cash credit" for disbursements previously made from the Assistance Account, where funds have been collected and are available for such credit. Each entry is to be explained briefly in the "purpose" column.
<u>Not Reimbursements - Distribution Remittance - State</u>	Includes the total net State share of reimbursements for the month, as remitted by check to the State Treasurer, and as reflected on Form OA-12.
<u>Remittances - Other Counties</u>	Includes the total net share due other counties from not reimbursements for the month, as remitted to such other counties by check, and as reflected on Form OA-12.
<u>Transfer to County Assistance Cash</u>	Includes the reporting county's total net share of reimbursements for the month, as transferred by check to the Assistance Account for credit to county funds, and as reflected on Form OA-12.

Disbursements are posted currently to the individual client clearing-accounts as debits. When such posting is made, the case number should be entered in the "Folio" column on the cash-journal record as a cross check.

At the end of the month, the cash-journal record is totalled and posting of the column "Total" is made to the general ledger accounts as follows:

Debits: Collections for Distribution - Control Account (#120)

Credit: Clearing Account - Case (#100)

For the purpose of maintaining a summary analysis of the disbursements by purpose which can be readily totalled for any given period, this same cash-journal form will be used, maintaining a separate sheet thereof to which will be posted the monthly totals for disbursements by classifications, in lieu of maintaining general ledger accounts for this purpose.

Illustrative Journal Entries

Operating Entries

The following are examples of operating entries presented below in journal form. These entries are made in the cash-journal; the description is not required but posting reference should be noted.

Clearing Account - Cash

Collections for Distribution - Control and Subsidiary Accounts

To record funds received from clients or for the accounts of clients for disbursement, distribution, or conversion into trust accounts during the month of _____.

Collections for Distribution - Control and Subsidiary Accounts

Clearing Account - Cash

To record clearing account funds disbursed, distributed, or otherwise transferred during the month of _____.

Upon completion of the annual closing entries the following accounts may have remaining balances to be forwarded to the succeeding appropriation year

<u>Debit Balance</u>	Equal to	<u>Credit Balance</u>
Clearing Account - Cash		Collections for Distribution

Trust Account Section - Cash-Journal

Trust Account - Record of Cash Receipts and Disbursements

The purpose of this form is to provide a daily record, in cash-journal form, of funds transferred from the Clearing Account and deposited in the Trust Account to the credit of the individual trust accounts of the clients

affected, of interest, if any, that may be credited to such trust account by the bank, of disbursements made from the individual trust accounts to or for the clients, and of transfers of funds back to the Clearing Account. This record will be used for posting to the individual trust accounts and to the general ledger accounts.

Each item deposited in the Trust Account is entered in this record showing the date, case number, name of client, description, and the amount in the appropriate columns, namely, "Transfers from Clearing Account", "Interest on Trust Account", and "Total".

During the month, the amounts entered under "Transfers from Clearing Account" and "Interest on Trust Account" are posted currently to the individual-ledger trust accounts for the respective clients affected, as credits. When such posting is made, the case number should be entered in the "Folio" column on the cash-journal record as a cross-check.

At the end of the month, the total of the column "Total - Debit Cash" is posted to the General Ledger as follows:

Debit: Funds on Trust Deposit (#150)

Credit: Clients' Trust Accounts - Control Account (#160)

Disbursements from the Trust Account are made to or for the client, or to the Clearing Account for other distribution, during the client's lifetime. However, after the client's death, no disbursement should be made of funds in the Trust Account, except by transfer to the Clearing Account.

Each disbursement is recorded, showing the date, case number, name of client, description (name of payee), voucher number, check number, and the amount which is entered in the appropriate columns for cash disbursements, namely, "Released to Client", "Medical", "Other", "Transfers to Clearing Account", and "Total".

In classifying disbursements from the Trust Account, the column "Released to Client" shall include only such amounts as are paid out to the client himself; the column "Medical" shall be interpreted in the same manner as defined for the "Clearing Account" and the column "Other" shall include all other disbursements made for the client, apart from "Medical". The column "Transfers to Clearing Account" is self-explanatory.

During the month, the amounts entered under "Cash Disbursements" are posted currently to the individual-ledger trust accounts for the respective clients affected, as debits. When such posting is made, the case number should be entered in the "Folio" column on the cash-journal as a cross-check.

At the end of the month, the total of the column "Total - Cr. Cash" is posted to the General Ledger as follows:

Debit: Clients' Trust Accounts - Control Account (#160)

Credit: Funds on Trust Deposit (#150)

The analysis of receipts and disbursements as shown in the cash-journal will be used in the preparation of the "Statement of Old Age Assistance Trust Account" to be submitted monthly.

For the purpose of maintaining a summary analysis of the receipts by source and the disbursements by purpose, which can be readily totalled for any given period, this same cash-journal form will be used, maintaining a separate sheet thereof to which will be posted the monthly totals of receipts and disbursements, in lieu of maintaining General Ledger accounts for this purpose.

Operating Entries

Examples of operating entries are presented below in journal form. These entries are made directly from the cash-journal; it is not necessary to record the description of the entry but the notation of the posting reference should be made.

Funds on Trust Deposit

Clients' Trust Accounts - Control Account

To record funds deposited in trust account during the month of _____.

Clients' Trust Accounts - Control Account

Funds on Trust Deposit

To record amounts disbursed from Clients' Trust Accounts, including transfers to the Clearing Account, during the month of _____.

Upon completion of the annual closing entries the following accounts may have remaining balances to be forwarded to the succeeding appropriation year:

<u>Debit Balance</u>	equal to	<u>Credit Balance</u>
Funds on Trust Deposit		Clients' Trust Accounts

CHAPTER VIII

INDIVIDUAL LEDGER ACCOUNTS

Applies in ADC

Jan. 1960

CHAPTER VIII

INDIVIDUAL LEDGER ACCOUNTS

The requirements for individual ledger accounts will be as follows:

Assistance Account

Individual ledger accounts or records, in support of assistance disbursements, and which would reflect cumulatively or otherwise the total assistance paid to each client, are not required. Any county welfare board which presently maintains such individual ledger records may continue or discontinue same at its discretion.

Clearing Account

Individual-ledger records for each client represented by funds in the Clearing Account are required. Such record shall be maintained on a ledger sheet.

The purpose of this form is to reflect separately for each client collections by source and disbursements by purpose, the balance representing the welfare board's accountability for collections, exclusive of Trust accounts.

These individual accounts are posted currently from the cash-journals "Clearing Account - Record of Cash Receipts" and "Clearing Account-Record of Cash Disbursements", posting being made as follows:

Credits: Post Clearing Account receipts by source from "Clearing Account - Record of Cash Receipts".

Debits: Post Clearing Account disbursements by purpose from "Clearing Account - Record of Cash Disbursements".

The aggregate total of the "Individual Clearing Account" balances must agree with the balance of "Collections for Distribution - Control Account" (#120), after all postings are completed at the end of the month.

Trust Account

Individual-ledger records for each client represented by funds in the Trust Account are required. Such records shall be maintained on a ledger sheet.

The purpose of this form is to reflect the trust receipts, disbursements, and balance for each individual client for whom the county welfare board maintains a trust account.

These individual accounts are posted currently from the cash-journal "Trust Account - Record of Cash receipts and disbursement", posting being made as follows:

APPLIES IN ADC

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Credits: From cash receipts columns, "Transfers from Clearing Account" and "Interest on Trust Accounts".

Debits: From cash disbursements columns "Released to Client", "Medical", "Other", and "Transfers to Clearing Account".

The aggregate total of the "Individual Trust Accounts" balances must agree with the balance of "Clients' Trust Accounts - Control Account" (#160), after all postings are completed at the end of each month.

Administration Account

Individual ledger records for each employee representing salary earned and listing various deductions and the net salary received are required.

The purpose of this individual ledger sheet is to have the necessary information available for employee and employer to file returns in connection with income tax,

It is recommended that a ledger sheet with sufficient columns be used to show the gross salary, victory and withholding tax, war bonds, pension fund, hospitalization insurance, etc., and the net salary received each pay period. This record will be kept current from January 1, 1943. The Internal Revenue "Statement of Income Tax Withheld on Wages" Form W-2, is compiled from these individual ledger sheets.

CHAPTER IX

CHART OF LEDGER ACCOUNTS

The chart of General Ledger accounts to be used by the county welfare boards is presented below. The account numbers which are to be uniformly employed for purposes of reference and posting are indicated. Detailed description and instruction with respect to each account will be found in Chapter X.

If, in any county, there shall appear to be need for additional general ledger or subsidiary accounts, such accounts shall be installed only after consultation with the State Bureau and agreement upon the numbering, titling, character and operation. However, any subsidiary records or summaries of a supplementary nature, which do not affect the General Ledger accounts, may be maintained at the discretion of the county welfare board.

Assistance Section

Fund Accounts -- Debits

- | | | |
|-----|-----|--|
| No. | 1. | Non-requisitioned Appropriation - Old Age Assistance |
| | 1A. | " " " - Disability Assistance |
| | 1B. | " " " - Assistance for Dependent Children |
| | 2. | Cash - Assistance |

Grants and Appropriations - Credits

- | | | |
|--|-------|--|
| | 3. | State of New Jersey - Advances for Assistance |
| | 4. | County Appropriation - Assistance |
| | 5. | Transfers from Clearing Account - County Participation |
| | 6.-9. | Not presently assigned |

Operating Accounts

- | | | |
|--|---------|---|
| | 10. | Old Age Assistance |
| | 11. | Disability Assistance |
| | 12. | Assistance for Dependent Children |
| | 13. | Medical Care Claims Payable |
| | 14.-21. | Not presently assigned |
| | 22. | Cuban Assistance (Refugee and Repatriate) |

Administration Section

Fund Accounts - Debits

- 50. Non-requisitioned Appropriation - Administration
- 51. Cash - Administration

Grants and Appropriations - Credits

- 52. County Appropriation - Administration
- 53. Earned Grant for Administration

Operating Accounts

- 60. Administration Expenses - Total Control
- 61. Personal Service Expense
 - 61.1 Salaries and Wages
 - 61.2 Special Services
 - 61.3 Fees, DA Initial Examinations
 - 61.4 Other
- 62. Employee Benefit Plans (Employers' Expense)
 - 62.1 Workmen's Compensation Insurance Premiums
 - 62.2 Retirement System Contributions
 - 62.3 Federal Insurance Contributions Act (Social Security)
 - 62.4 Medical-Surgical Insurance Premiums
 - 62.5 Hospital Insurance Premiums
 - 62.6 Other
- 63. Travel Expense
 - 63.1 Mileage Allowances
 - 63.2 Other Allowances
 - 63.3 County-owned Motor Vehicles
 - 63.4 Other
- 64. Office Supplies, Materials, Communications, etc.
 - 64.1 Telephone, Telegraph, etc.
 - 64.2 Printing and Forms
 - 64.3 Stationery and Other Office Supplies
 - 64.4 Postage, Box Rental, Express, Parcel Service, etc.
 - 64.5 Rent and/or Repair of Office Equipment
 - 64.6 Publications, Subscriptions, Education Literature
 - 64.7 Advertising
 - 64.8 Rest Room, Janitor Supplies, and Housekeeping
 - 64.9 Other
- 65. Equipment Purchases
 - 65.1 Replacement of Office Equipment
 - 65.2 New Office Equipment
 - 65.3 Replacement of Motor Vehicles
 - 65.4 New Motor Vehicles
 - 65.5 Other Replacements
 - 65.6 Other New Equipment
- 66. Rental Office Space
 - 66.1 Rental Expense (Commercial or Private)
 - 66.2 Other Rental Expense
 - 66.3 Allowance in Lieu of Rent (Public Building)

- 67. Repairs and Alterations
 - 67.1 Rented Space
 - 67.2 Public Building
 - 67.3 Other
- 68. NOT ASSIGNED
- 69. NOT ASSIGNED
- 70. Miscellaneous Expense (Matchable)
 - 70.1 Conference Expense (Matchable)
 - 70.2 Membership Dues; Agency (Matchable)
 - 70.3 Legal Expense (Matchable)
 - 70.4 Medical or Other Expenses to Determine Eligibility
(Matchable)
 - 70.5 Fire Insurance, Robbery or Theft, Messenger and Other
Insurance (Matchable)
 - 70.6 Surety Bonds, Guardianship Bonds, Notary Fees (Matchable)
 - 70.7 Expense of Board Meetings (Matchable)
 - 70.8 Guardianship Proceedings (Matchable)
 - 70.9 Other (Matchable)
- 80. Miscellaneous Expense (Non-matchable)
 - 80.1 Conference Expense (Non-matchable)
 - 80.2 Membership Dues (Individual) (Non-matchable)
 - 80.3 Legal Expense (Collection Costs, etc.) (Non-matchable)
 - 80.4 Medical or Other Service Costs on Behalf of Individual
Clients (Non-matchable)
 - 80.5 Expense of Board Meetings (other than Regular Business
Meeting). (Non-matchable)
 - 80.6 Auditing (Non-matchable)
 - 80.7 Other (Non-matchable)
- 90. Reserve for Public Employees' Retirement System Employees'
Deductions.
- 91. Reserve for Employees' Premiums, Health Insurance.
- 92. Reserve for Employees' Deductions for Withholding Tax.
- 93. Reserve for Employees' Deductions for F.I.C.A. (Social Security)
- 94. Reserve for Employees' Savings Bonds.

Clearing Account Section

Clearing Accounts

Debit

100. Clearing Account -- Cash

Credit

120. Collections for Distribution -- Control Account

NOTE: An individual subsidiary account is maintained for each client; and a subsidiary analysis of receipts and disbursements is maintained in the cash-journal.

Trust Account Section

Trust Accounts

Debit

150. Funds on Trust Deposit

Credit

160. Clients' Trust Accounts - Control Account

NOTE: An individual subsidiary account is maintained for each client and a subsidiary analysis of receipts and disbursements is maintained in the cash-journal.

CHAPTER X

DESCRIPTION OF LEDGER AND SUBSIDIARY ACCOUNTS

The general ledger and subsidiary accounts as shown in the Chart of Accounts are described below, stating the purpose of each account, explaining the debit and credit entries and the contra entries for each debit and credit, indicating the nature of the balance in the accounts, and describing the disposition of the balances upon periodic or fiscal closing.

Assistance Section

Fund Accounts - Debits

1. Non-requisitioned Appropriation - Old Age Assistance
- 1A. Non-requisitioned Appropriation - Disability Assistance
- 1B. Non-requisitioned Appropriation - Assistance for Dependent Children

Purpose

The purpose of these debit balance accounts is to reflect the amount of County funds appropriated and available for requisitioning for OAA, DA and ADC assistance payments [including burial from public funds].

Debits

The respective accounts are debited with the amounts appropriated by the County Board of Chosen Freeholders. Unexpended cash balances which revert to the County general funds at the close of the appropriation period also are debited to the respective accounts when the cash is transferred.

Credits

The accounts are credited with the amounts of the periodic requisitions on the County Treasurer for funds as and when the funds are received.

Contra Accounts

The contra account for debits is the appropriation account [#4. County Appropriation - Assistance.] The contra account for credits is the cash account [#2. "Cash - Assistance".]

Balances

The balances in the respective accounts represent appropriated funds for OAA, DA, and ADC assistance expenditures available for requisitioning. At the end of the appropriation period, the balances in account No. 4 County Appropriation Assistance for the respective programs are closed into the appropriate accounts. The remaining credit balances represent unexpended County Funds for each program. These accounts are not involved in monthly closings.

2. Cash - Assistance

Purpose

The purpose of this debit balance account is to reflect the amount of State and County funds on deposit and available for disbursement of OAA, DA, and ADC assistance payments [including burial payments from public funds.]

Debits

The account is debited with funds advanced by the State for the State and Federal share of assistance payments, with receipts from the County Treasurer on requisition, with adjustments resulting from cancelled checks and refunds of overpayments or improper payments, with amounts transferred from the Clearing Account.

Credits

The account is credited with the amounts disbursed for assistance payments [including burial payments from public funds.]

Contra Accounts

The contra accounts for debits are #1. "Non-requisitioned Appropriation - Old Age Assistance", #1A. "Non-requisitioned Appropriation - Disability Assistance", #1B. "Non-requisitioned Appropriation - Assistance for Dependent Children", #3. "State of New Jersey - Advances for Assistance", #5. "Transfers from Clearing Account - County Participation", #10., #11., and #12. "Assistance Disbursement Credits". The contra accounts for the credits are:

#10 OAA Assistance and Burial Disbursements
11 DA " " " "
12 ADC " " " "
13 Medical Care Claims Payable

Balances

The balance in this account represents the unexpended amount of State advances and County funds in the custody of the CWB which is available for disbursement for assistance [including burial payments from public funds]. If and when the balance is returned to the State or County Treasurer, at the close of the appropriation period or at any other time that might be directed, the account is closed by a credit to the cash account and a debit to the account for State Advances [#3] and/or the appropriate Non-requisitioned County Appropriation [#1, 1A, 1B]. The account is not involved in monthly closings.

Grants and Appropriations - Credits

3. State of New Jersey - Advance for Assistance

Purpose

The purpose of this credit balance account is to reflect the amount of funds advanced by the State to the CWB to provide for the payment of the Federal and State share of Assistance [including burial payments from public funds].

Credits

The account is credited, upon receipt, with the amount of funds advanced by the State to the County, and with the State share of adjustments, for each program resulting from cancelled checks and refunds of overpayments or improper payments.

Debits

The account is debited, at the monthly closing, with the gross amount of the State's share [includes Federal share] of assistance costs for each program [including burial payments from public funds]. This account will be debited also with the total disbursements for Assistance for Cuban Refugees and Repatriates.

Contra Accounts

The contra accounts for the credits are account #2. "Cash - Assistance", for funds advanced by the State, and accounts #10, #11, and #12 for the state share of assistance credits for each program. The contra account for the debits are the "Assistance Disbursement Accounts", #10, #11, and #12 for the State Share of assistance and burial costs in each program, and Account #22 - Cuban Assistance. In the case of disallowances made by the State and for any subsequent reclaim of amounts so disallowed, the contra entries for debits or credits, as the case may be, are corresponding credits or debits to the "County Appropriation" account.

Balances

The balance in the account, after monthly closing, represents the amount of State funds in the custody of the CWB, advanced for assistance payments [including burial payments from public funds]. The balance in the account "Cash - Assistance", after monthly closing, should equal or exceed the balance appearing in this "Advance" account.

4. County Appropriation - Assistance

Purpose

The purpose of this credit balance account is to reflect the amount appropriated by the County Board of Chosen Freeholders to provide for the County share of expenditures for assistance [including burial payments from public funds].

Credits

The account is credited with the amount appropriated by the County Board of Chosen Freeholders for the respective assistance programs. At the close of each monthly accounting period, this account, will be credited with the balance appearing in Account #5 "Transfers from Clearing Account-County Participation", and with the County share of adjustments resulting from cancelled checks and refunds of overpayments or improper payments.

Debits

At the close of each monthly accounting period, the gross County shares of assistance and burial disbursements for the respective programs, are charged to this appropriation account.

Contra Accounts

The contra accounts for the Credits are: the "Non-requisitioned Appropriation - Old Age Assistance" account [#1]; "Non-requisitioned Appropriation - Disability Assistance" account [#1A]; "Non-requisitioned Appropriation - Assistance for Dependent Children" account [#1B] and the collection account [#5]. Other contra accounts for the credits and also for the debits are accounts #10, #11, and #12, named above as being involved in the monthly closings. At the end of the Appropriation period, any balance which reverts to the general funds of the County is recorded as a charge to this account and as a credit to the proper "Non-requisitioned Appropriation" account.

Balances

Any balance remaining at the end of the calendar year will be closed out in accordance with the instructions in the paragraph above.

10. Old Age Assistance
11. Disability Assistance
12. Assistance for Dependent Children

The above accounts will operate in the same manner to record all assistance transactions for the respective program. The description below will apply in each account.

Purpose

The purpose of this debit balance account is to reflect the gross disbursements for direct assistance, medical care vendor payments, and burial payments, and the credits against such payments in that program.

Debits

The account is debited with the total disbursements (in the respective program) for assistance and burials; and the monthly closing of assistance credits for the program to "County Appropriation - Assistance" and "State of New Jersey - Advances for Assistance" for their respective shares of such credits.

Credits

The credits to the account are the adjustments to disbursements for checks cancelled and overpayments refunded; and the monthly closing of the gross assistance disbursements for the program to "County Appropriations - Assistance" and "State of New Jersey - Advances for Assistance" for their respective shares of such charges.

Contra Accounts

The contra accounts for the debits are: [#2] "Cash - Assistance", [#3] "State of New Jersey - Advances for Assistance", [#4] "County Appropriation - Assistance", and [#13] "Medical Care Claims Payable".

The contra accounts for the credits are: [#2] "Cash - Assistance", [#3] "State of New Jersey - Advances for Assistance", and [#4] "County Appropriation - Assistance".

Balances

The balance in the account (for the respective program) prior to monthly closing is the net amount of assistance disbursements for the current business month. No balance should remain in the account after monthly closing.

13. Medical Care Claims Payable

Purpose

The purpose of this credit balance account is to record the liability for approved medical care vendor claims prior to payment.

Credits

The account is credited with the total amount of approved medical care vendor claims on behalf of eligible cases in the OAA, DA, and ADC programs.

Debits

The account is debited at the time of payment with the total of the payments to medical care vendors.

Contra Accounts

The contra accounts for the credits are: the assistance disbursements accounts, #10, #11, and #12; the contra account for the debits is #2 "Cash = Assistance".

Balance

The balance in this account represents medical care vendor claims approved but not yet paid. No balance should remain in the account after monthly closing.

22. Cuban Assistance (Refugee and Repatriate)

Purpose

The purpose of this debit balance account is to reflect disbursements for assistance payments to Cuban refugees and U. S. citizens repatriated from Cuba.

Debits

The account is debited with disbursements for assistance granted Cuban refugees and/or U.S. repatriates during the month.

Credits

The account is credited upon monthly closing by transfer of the balance to account (#3) "State of New Jersey - Advance for Assistance".

Contra Accounts

The contra account for the debits is (#2) "Cash - Assistance". The contra account for the credits is (#3) "State of New Jersey - Advance for Assistance".

Balances

The balance in this account, prior to monthly closing, is the cumulative amount of assistance payments made to Cuban refugees and/or U.S. repatriates during the month. No balance should remain in the account after the monthly closing.

Administration Section

Fund Accounts - Debits

50. Non-requisitioned Appropriation - Administration

Purpose

The purpose of this debit balance account is to reflect the amount of County funds appropriated and available for requisitioning for administration.

Debits

The account is debited with the amount appropriated by the County Board of Chosen Freeholders for administration. Unexpended cash balances which revert to the county general funds at the close of the appropriation period also are debited to this account when the cash is transferred.

Credits

The account is credited with the amounts of the periodic requisitions on the County Treasurer for administration funds as and when the funds are received.

Contra Accounts

The contra account for debits is the appropriation account (#52, "County Appropriation - Administration"). The contra account for credits is the cash account (#51, "Cash - Administration").

Balances

The balance in the account represents appropriated funds for administration available for requisitioning. At the end of the appropriation period, the balance in account No. 52 County Appropriation - Administration is closed into this account. The remaining credit balance represents unexpended County funds for administration. This account is not involved in monthly closings.

51. Cash - Administration

Purpose

The purpose of this debit balance account is to reflect the amount of State and County funds on deposit and available for disbursement for administration and to control funds to be paid as a result of payroll deductions.

Debits

The account is debited with receipts from the County Treasurer on requisitions and with receipts from the State for the county's share of earned administrative grant. The account is debited with all administrative receipts of cash refunds or cash credits.

Credits

The account is credited with the amounts disbursed for administrative expenses, and the amounts charged to the various reserve accounts.

Contra Accounts

The contra accounts for debits are: #50. "Non-requisitioned Appropriation - Administration" and #53. "Earned Grant for Administration". The contra account for the credits are #60. "Administration Expenses - Total Control Account" or accounts #90.-94. in the case of payment resulting from payroll deductions.

Balance

The balance in this account represents the unexpended amount of County funds, payroll deductions reserved for payment, and the additional unexpended balance of funds in the custody of the CWB which is available for disbursement for administration, and State advances from the earned administrative grant in the custody of the CWB which is available for disbursement for administration. If and when the balance is returned to the County Treasurer, at the close of the appropriation period, the account is closed by a credit to the cash account and a debit to the Non-requisitioned County Appropriation (#50). The account is not involved in monthly closings.

Grants and Appropriations - Credits

52. County Appropriation - Administration

Purpose

The purpose of this credit balance account is to reflect the amount appropriated by the County Board of Chosen Freeholders to provide for the county share of expenditures for administration.

Credits

The account is credited with the amount appropriated by the County Board of Chosen Freeholders for administration. At the close of each month, this account will be credited with the balance appearing in account #53. "Earned Grant for Administration".

Debits

At the close of each month, the net balance appearing in account #60. "Administration Expenses - Total Control Account" is charged to this appropriation account.

Contra Accounts

The contra accounts for the credits are: the "Non-requisitioned Appropriation" account (#50.) and the account "Earned Grant for Administration" (#53.). The contra account for the debits is the account "Administration Expenses - Total Control Account" (#60.) named above as being involved in monthly closing. At the end of the appropriation period, any balance which reverts to the general funds of the County is recorded as a charge to this account and as a credit to the "Non-requisitioned Appropriation" account.

Balance

The balance in this account reflects the unexpended amount of the original County Appropriation for administration. Any balance remaining at the end of the calendar year, however, will be closed out in accordance with the instructions in the paragraph above.

53. Earned Grant for Administration

Purpose

The purpose of this credit balance account is to record the amount of the earned grant for administration, as and when received from the State.

Credits

The account is credited with the amount of the grant for administration allotted by the State Division and received by the CWB.

Debits

The account is debited upon monthly closing by transferring the balance to the account "County Appropriation - Administration" (#52.). (The appropriation made for administration by the County Board of Freeholders is calculated on a basis which anticipates receipt of the Earned Grant by the CWB and which contemplates that such grant shall be used currently as an addition to county funds appropriated.)

Contra Accounts

The contra account for credits is "Cash - Administration" (#51.). The contra account for debits is "County Appropriation - Administration" (#52.).

Balance

The balance in this account, prior to monthly closing, is the cumulative amount of the earned grant for administration received during the course of the current month. No balance should remain in the account after the monthly closing.

1. Operating Accounts-Debits

60.1 Administrative Expenses - Total Control Account

Purpose

The purpose of this debit balance account, with its related subsidiary accounts (all accounts numbered 61. through 80. inclusive as may now be or may hereafter be assigned), is to reflect the total expenditures for administrative expenses.

Debits

The account is debited with disbursements for administration.

Credits

The credits to the account are amounts resulting from cancelled checks or overpayments refunded, which are credited direct as and when they occur in certain instances. (See explanation "Administration Section - Cash Journal".) At the close of the monthly accounting period, the balances in the control and subsidiary accounts are closed out.

Contra Accounts

The contra account for debits is "Cash - Administration" (51.). The contra accounts for the credits are "Cash - Administration" (#51.) for expenditure adjustments resulting from cash refunds, cancelled checks, etc.; and, upon monthly closing, "County Appropriation - Administration" (#52.).

Balances

The balance in the account, prior to monthly closing is the cumulative amount of net administrative costs during the course of the current month. No balance should remain in the account after monthly closing. The balances in the subsidiary accounts are closed monthly by postings of the amounts used in closing the control account.

Administration Expenses - Subsidiary Accounts

These subsidiary accounts will be kept in order to provide a record of administrative expenditure by schedule classifications of the annual budget, and by subsidiary object-classifications of expenditures within each such schedule. Since it is not practical to maintain in the cash-journal form a sufficient number of columnar headings to cover all desired object-classifications, decimal codings have been devised within each of the nine subsidiary operating expense accounts to further identify each expenditure.

It will not be necessary to maintain subsidiary accounts for each of the decimal classifications within the nine operating expense accounts.

At the end of the month, the total of the balances of the respective operating expense accounts in the general ledger should equal the balance of the Administration Expenses-Control account and will be the amounts which will be used to effect the monthly closing.

61. Personal Service Expense

This account will include all expenditures by the CWB for personal services as indicated in the following decimal accounts.

61.1 Salaries and Wages

Include all payroll charges for personal services on a full, part-time, regular and temporary basis including eligible employees on educational leave.

61.2 Special Services

Include all voucher or contractual obligations for consultant services, or special services performed for the CWB and not identifiable as services on behalf of specific clients.

61.3 Fees, DA Initial Examinations

Include all payments to physicians for initial examinations to determine eligibility only.

61.4 Other

Include all other personal service expenses incurred by the CWB.

62. Employee Benefit Plans (Employer's Expense.)

This account will be charged with the cost to the CWB of the employer's share of the premiums listed below whether payment is requested by the County Treasurer or the vendor, but only when such contribution or payment has been approved in the current CWB budget.

When the payment for any of these items is not included in the approved CWB budget and is paid initially by the County Treasurer, then the County Treasurer shall certify to the State Bureau the amount of such payment made on behalf of CWB employees. Federal matching of allowable charges not included in the CWB budget will be claimed, on computation by the State Bureau, on the quarterly Statements of Earned Grant for Administration.

62.1 Workmen's Compensation Insurance Premiums

62.2 Retirement System Contributions

62.3 Federal Insurance Contributions Act (Social Security)

62.4 Medical-Surgical Insurance Premiums

62.5 Hospital Insurance Premiums

62.6 Other

63. Travel Expense

This account will be charged with the costs of transportation of employees in the performance of their duties; CWB members, consultants on temporary assignments, and other transportation costs incurred by the above mentioned persons while on CWB business.

63.1 Mileage Allowances

Include all payments to authorized persons based on an established rate per mile.

63.2 Other Allowances

Include all other approved allowances (other than those relating to CWB vehicles) as bus fare, insurance on privately-owned vehicles, etc.

63.3 County-Owned Motor Vehicles

Include all costs of operation and maintenance of County-owned vehicles, as gasoline, oil, tires, etc.

63.4 Other

Include all other costs relating to CWB vehicles, as insurance, etc.

64. Office Supplies, Material, Communications, etc.

This account will be charged with all expenditures for supplies, materials, communications, rental of office equipment, and other expenses essential to office operations.

64.1 Telephone, Telegraph, etc.

64.2 Printing and Forms

64.3 Stationery and Other Office Supplies

64.4 Postage, Box Rental, Express, Parcel Service, etc.

64.5 Rent and/or Repair of Office Equipment

64.6 Publications, Subscriptions, Education Literature

64.7 Advertising

64.8 Rest Room, Janitor Supplies, and Housekeeping

64.9 Other

65. Equipment Purchases

This account will be charged with all expenditures for equipment, as automobiles, office furniture, typewriters, etc.

"New" equipment will include all items not purchased to replace a similar item; "replacement" of equipment will include all purchases due to obsolescence, breakage, etc. of a similar item.

65.1 Replacement of Office Equipment

65.2 New Office Equipment

65.3 Replacement of Motor Vehicles

65.4 New Motor Vehicles

65.5 Other Replacements

65.6 Other New Equipment

66. Rental Office Space

66.1 Rental Expense (Commercial or private)

Include all expenditures for commercial or private rental or leasehold expenses for office space, office and parking space, or other rental arrangements. (Payments for parking or garage rental which are not included in office rental costs should be included in Travel Expense 63.)

66.2 Other Rental expense

Include all expenditures for commercial or private rental space other than those chargeable to account 66.1.

66.3 Allowance in Lieu of Rent (Public Building)

Include all direct payments to the County Treasurer of the full (100%) amount of the approved allowance in lieu of rent as included in the CWB budget for office space or office and parking space occupied by the CWB in a publicly-owned or publicly-operated facility. (For all other CWB's where the item is not budgeted the transfer to the County Treasurer of the net grant as earned, about 50% of the approved allowance in lieu of rent, will not be entered in this account but will be shown on Form OA-15, Line R.)

67. Repairs and Alterations

Include all expenditures for repairs or alterations to office space of an extensive nature involving substantial structural changes or replacements. (Payment for normal maintenance or repair will be charged to account No. 64.).

67.1 Rented Space

Include all expenditures for repairs and alterations to commercially or privately-owned office space occupied by the CWB.

67.2 Public Building

Include all expenditures for repairs and alterations to publicly-owned or operated office space occupied by the CWB.

67.3 Other

Include all expenditures for repairs and alterations other than those provided for in 67.1 and 67.2.

70. Miscellaneous Expense (Matchable)

Include all expenditures subject to Federal matching for the following items and also for all other miscellaneous matchable items not provided for in the other accounts.

- 70.1 Conference Expense (Matchable)
- 70.2 Membership Dues; Agency (Matchable)
- 70.3 Legal Expense (Matchable)
- 70.4 Medical or Other Expenses to Determine Eligibility (Matchable).

This decimal coding will be used to identify all expenditures on behalf of clients to determine eligibility, excluding DA initial examinations which will be charged to Personal Service Expense (61.3).

- 70.5 Fire Insurance, Robbery or Theft, Messenger and Other Insurance (Matchable)
- 70.6 Surety Bonds, Guardianship Bonds, Notary Fees (Matchable)
- 70.7 Expense of Board Meetings (Matchable)
- 70.8 Guardianship Proceedings (Matchable)
- 70.9 Other (Matchable)

80. Miscellaneous Expense (Non-Matchable)

Include all expenditures not subject to Federal matching for the following items and also for all other miscellaneous non-matchable items not provided for in the other accounts.

- 80.1 Conference Expense (Non-Matchable)
- 80.2 Membership Dues (Individual) (Non-Matchable)
- 80.3 Legal Expense (Collection Costs, etc.) (Non-Matchable)

This decimal coding will be used to identify all expenditures on behalf of clients or their estates incident to the preservation and recovery of assets, as court fees and legal counsel, sheriff and surrogate fees, insurance premiums, taxes, real estate repairs, etc. When legal counsel is paid an annual salary or retainer, such expenditures should be charged to Personal Service Expense (61.1), and not to this account. (Non-Matchable)

- 80.4 Medical or Other Service Costs on Behalf of Individual Clients (Non-Matchable)

This decimal coding will be used to identify expenditures other than those to determine eligibility, as medical supplies, doctor bills, nursing or boarding home care, and other related expenses paid on account of clients, living or deceased.

- 80.5 Expense of Board Meetings (Other than Regular Business Meeting). (Non-Matchable)
- 80.6 Auditing (Non-Matchable)
- 80.7 Other (Non-Matchable)

90. Reserve for Public Employees' Retirement System Employees' Deductions.

91. Reserve for Employees' Premiums, Health Insurance.

92. Reserve for Employees' Deductions for Withholding Tax.

93. Reserve for Employees' Deductions for F.I.C.A.

94. Reserve for Employees' Savings Bonds

Purpose

The purpose of the above credit balance accounts is to reflect various deductions made from payrolls, to be held or disbursed on or for the account of CWB employees.

Credits

The accounts will be credited with the amount of deductions made from gross salary on or for the account of employees. The entry will agree with related columnar heading on regular semi-monthly payrolls.

Debits

The account will be debited with the amount of payment on or for the account of employees.

Contra Accounts

The contra account for credits is Administrative Expense-Total Control Account (60.), Personal Service Expense (61.1). The contra account for debits is Cash-Administration (51.).

Balance

The balance in this account will report the amount of Payroll deductions collected but held undistributed.

Clearing Account Section

100. Clearing Account - Cash

Purpose

The purpose of this debit balance account is to reflect the total amounts of funds collected from clients, or for the account of clients, and the clearing of such funds through: (1) disbursement to or for the account of the affected client; (2) transfer to a trust account established for the client; (3) disbursement, in the event of the death of the client, for expenses incident to the last illness, burial, and for the use of surviving dependents or other proper beneficiaries; (4) disbursement for direct costs incurred in effecting collection; (5) disbursement for obligations agreed to be satisfied as a condition of collection; (6) net reimbursement to the State and to participating Counties for assistance previously granted; (7) distribution of residuary balance to the client's administrator, executors, heirs, or other lawful beneficiaries and distributees; (8) such other disbursements as may be lawful and proper.

Debits

This account will be debited with the amounts currently received from clients, or for the account of clients. This will include amounts intended for transfer to individual trust accounts, and amounts transferred from individual trust accounts to this account for disbursement and/or distribution. At no time will this account reflect bank balances of individual clients in so-called "joint accounts" and "joint and surviving accounts" unless and until such time as the funds shall actually come into the custody and possession of the CWB. An analysis of the receipts in this account by source will be maintained in the cash-journal "Clearing Account - Record of Cash Receipts". (See instructions covering that form.).

Credits

This account is credited with amounts disbursed for the account of or to clients, transferred to individual trust accounts, paid to surviving dependents, distributed as net reimbursements to State and Counties, residuary surpluses distributed to heirs, etc. An analysis of the disbursements and distributions by purpose will be maintained in the cash-journal "Clearing Account - Record of Cash Disbursements". (See instructions covering that form.)

Contra Accounts

The contra accounts for the debits and credits are "Collections for Distribution - Control Account" (#120), and the appropriate subsidiary individual-ledger accounts for each client affected. Transfers between the Clearing Account and the individual trust accounts are explained in the Trust Section (See accounts #150 and #160 below).

Balance

The balance in this account represents the amount of funds, exclusive of established individual trust accounts, held in trust by the county welfare board pending disbursement, transfer, or final distribution. The balance is forwarded in the account upon fiscal closing.

120. Collections for Distribution - Control Account

Purpose

The purpose of this credit balance account is to reflect the total liability for the amount of undistributed collections, exclusive of established individual trust accounts, in the custody of the county welfare board; and to serve as a control of the subsidiary individual-ledger account for the individual clients involved.

Credits

The account is contra to "Clearing Account - Cash" (#100), and will be credited with all items for which that account is debited. The subsidiary individual-ledger accounts will be credited with the appropriate amounts applicable to the respective clients.

Debits

The account will be debited with the disbursements from "Clearing Account - Cash" and the appropriate subsidiary individual-ledger accounts will be debited with the appropriate amounts applicable to the respective clients.

Contra Accounts

The contra account for the credits and debits is "Clearing Account - Cash" (#100).

Balance

The balance in this account represents the amount of undistributed collections, exclusive of established individual trust accounts, in the custody of the county welfare board, and will be forwarded in the account upon fiscal closing. The balance in the control account will agree with the balance in "Clearing Account - Cash". The total of the balances appearing in the individual-ledger client accounts should be in agreement with the balance appearing in the control account after posting at the end of each month.

Trust Account Section

150. Funds on Trust Deposit

Purpose

The purpose of this debit balance account is to reflect the total amount of funds on deposit by the county welfare board in individual trust accounts for clients, from whom or for whom funds have been collected, which funds it is determined are to be held for purposes not contemplating any reasonable immediate distribution. Such individual trust accounts are established only by the transfer of funds from "Clearing Account - Cash".

Debits

The account will be debited with the amounts currently deposited by the transfer of funds from "Clearing Account - Cash", and with the amount of interest, if any, credited by the bank in which such account is maintained. An analysis of the deposits by source will be maintained in the cash-journal "Trust Account - Record of Cash Receipts and Disbursements". (See instructions covering that form.)

Credits

This account is credited with the amounts disbursed to or for the clients and with the amounts transferred by check to "Clearing Account - Cash", for final distribution. An analysis of the disbursements and transfers by purpose will be maintained in the cash-journal "Trust Account - Record of Cash Receipts and Disbursements". (See instructions covering that form.)

Contra Accounts

The contra accounts for the debits and credits are "Clients' Trust Accounts - Control Account" (#160), and the subsidiary individual-ledger accounts for each client affected.

Balance

The balance in this account represents the amount of funds deposited by the county welfare board to be held in trust for individual clients. The balance is forwarded in the account upon fiscal closing.

160. Clients' Trust Accounts - Control Account

Purpose

The purpose of this credit balance account is to reflect the total accountability for funds deposited by the county welfare board to be held in trust for individual clients.

Credits

The account is contra to "Funds on Trust Deposit" and will be credited with all items for which that account is debited. The subsidiary individual-ledger accounts will be credited with the appropriate amounts applicable to the respective clients.

Debits

The account will be debited with the amounts for which the account "Funds on Trust Deposit" has been credited, and the appropriate subsidiary individual-ledger accounts will be debited with the amounts applicable to the respective clients.

Contra Accounts

The contra account for the credits and debits is "Funds on Trust Deposit", [#150].

Balances

The balance in this account represents the amount of funds on deposit, which the county welfare board is holding in trust to the credit of individual clients and not in contemplation of any reasonably immediate disbursement or distribution. The balance will be forwarded in the account upon fiscal closing. The balance in the control account will agree with the balance in the account "Funds on Trust Deposit". The total of the balances appearing in the individual client accounts should be in agreement with the balance appearing in the control account after posting at the end of each month. Also, the balances appearing in the individual client accounts should be in agreement with the balances appearing in the related bank pass-books, if the funds are on deposit in a "savings" or "interest" account.

Recipient Ledgers

All county welfare boards must maintain a recipient's ledger covering the monthly payments advanced in each case of disability assistance. It is recommended that a recipient's ledger be maintained also covering the monthly payments advanced for old age assistance.