NAME OF ADVANCE HOLDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internal Control Procedures for Temporary Advance from the Working Fund

1. Funds must be issued to one individual who remains fully responsible for the repayment in full on or before the due date.
2. Funds may be held in cash, gift cards if written into grant proposal, or placed in a checking account, with the following restrictions if a checking account is used:

► The account **may not** bear interest.

►The funds **may not** be co-mingled with personal funds.

►The account **must** be in the name of the advance holder, **not UMBC.**

►**No** bank account fees may be reimbursed from these funds. If appropriate to charge such fees to the grant, a Universal Voucher Form should be submitted to Business Services, with a copy of the bank statement showing debits for fees, attached.

►Joint accounts are **NOT** recommended because the holder of the advance remains solely responsible for the repayment of the entire advance.

1. Copies of each monthly bank statement **must** be submitted to the Working Fund custodian each month with the Reconciliation of Funds Form. If funds are being held as cash, a signed statement to that effect must be submitted at the start of the advance.
2. Receipts are to be prepared and submitted **only** when the funds have actually been disbursed to the study participant, that is, at the conclusion of the interview. No receipts are to be prepared or submitted at the time the funds are given out by the advance holder to other staff members.
3. If the grant guarantees the confidentiality of the participants, the interviewer must sign the receipts in lieu of the actual study participant, **but** the case number (or other unique identifier) assigned to that participant must appear on the receipt form.
4. The Advance Holder **must** submit a signature authority sheet to the Working Fund Custodian before any receipt forms are submitted to the fund to be charged to the grant. This sheet must contain the typed name of each person authorized to disburse funds to study participants, and show their signature. All staffing changes must be reflected immediately on revised sheets. Receipts **will not** be accepted, if signed by a person who does not appear on the signature authority sheet.
5. Receipt forms **must** show the date of disbursement, amount disbursed, signature of the study participant, (or in cases where confidentiality is guaranteed, the case number, printed name of interviewer and signature of interview.) The form must also contain a certification that the interview has been conducted and funds have been disbursed to the study participant, whether they are paid by cash or a check.
6. **All accumulated receipts must be submitted to the Working Fund Custodian on a monthly basis. If no activity occurs during the month, a reconciliation of funds disbursed is still required.** Failure to maintain monthly contact with the Working Fund Custodian can result in the **termination** of your advance.
7. A Reconciliation of Funds Disbursed Form must accompany each submission of receipts. This reconciliation form must show the balance of cash on hand, the total amount of receipts attached, and should total to the original amount of the funds dispersed. It must also contain a certification that the receipts attached have been reviewed by the Advance Holder and are just and correct and have not been submitted previously for reimbursement. The Advance Holder **must** sign the form. If the reconciliation shows a shortage or an overage, this **must** be fully explained on the sheet.
8. Copies of receipts **will not** be accepted for reimbursement. **Original signatures are required.**
9. A copy of the budget and budget justification showing the yearly amount and total budget for remuneration of study participants needs to be submitted. This amount cannot exceed your current budget for remuneration of study participants. Reimbursement of receipts will be cut off when this maximum amount is reached. If your budget is increased, you will need to notify the Working Fund Custodian immediately and submit a new budget and budget justification.
10. A due date for the temporary advance must be stated on the Working Fund Check Request Form. This date may be extended by written request. No advance will be given a due date greater than 12 months from the date of issue.
11. Any advance that has an extended period of non-activity (six months) will be recalled. Additionally, the Working Fund reserves the right to reduce the amount of funds in the hands of the Advance Holder if recent usage history does not justify current funding level.
12. These procedures must be acknowledged by signing below, by the Advance Holder.
13. The Advance Holder **must** complete an Application for Employee Advance Form and a Working Fund Check Request prior to any funds being disbursed.
14. Failure to comply with the policies and procedures set forth can result in the immediate termination of your advance and recovery of the advance by payroll deduction.
15. The Advance Holder accepts full responsibility for replacing any lost or stolen funds from this Working Fund Advance. The Advance Holder is responsible for filing all necessary Police Reports and informing the Working Fund Custodian as soon as the funds are discovered missing. The Advance Holder and only the Advance Holder accepts full responsibility for safeguarding these funds. Funds must be kept on campus, unless you are traveling to a site.

I have read and acknowledge receiving a copy of these procedures and agree that my temporary advance of funding will be governed by them.

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Signature of Advance Holder Date