Southwestern Oregon SOWIB Workforce Investment Board	**Policy No:** A-101
	Effective Date: July 1, 2023 **Updated:** March 2026 **Original Approval:** May 4, 2015 Renumber 05/16/19
	New ☐ **Revised** ☒
INTERNAL CONTROLS	

PURPOSE

The purpose of this policy is to assure that no single individual has sole control over cash receipts, disbursements, payroll, bank accounts, or other assets of SOWIB.

POLICY

An administrative manual that specifies procedures for the separation of duties necessary for internal controls shall be developed by the Executive Director.

PROCEDURES

1. No payments shall be disbursed without the authorization of the Executive Director or designee.

2. Any payroll or expense reimbursement disbursements to the Executive Director must be approved by the Chair or Vice Chair, in the absence of the Chair.

3. The following individuals are authorized to sign checks or approve electronic disbursements for SOWIB:
   a. The officers of SOWIB, including Chair, Vice Chair, and Secretary.
   b. The Executive Director or designee.

4. No check written payable to one of the authorized check signers shall be signed or approved by the same individual to whom the check is written.

5. An accounting of all checks signed and electronic payments issued will be maintained and made available for review.

6. SOWIB uses BILL for the processing of payments, including both electronic disbursements and paper checks. Payments may be issued for all authorized expenses, including Provider Contract payments.

7. The Executive Director and the Finance Director shall annually review the separation of duties and develop procedures to ensure compliance with all applicable rules, regulations, and best practices.