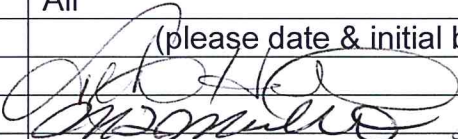
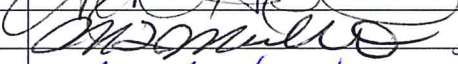
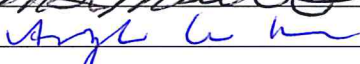


POLICY OF EMPLOYINDY

Policy Name	Service Provider Cash Advance
Policy Number	2015-018
Program Funding Stream	All
Executive Team Approval	(please date & initial below)
CFO	 5-18-17
COO	 5-18-17
President Approval	 5/30/17

REV	Description of Change	Author	Effective Date	Review Date
	Reissued & replaces policy #2010-FA-003, Service Provider Cash Advance	T. Harding	Upon Approval	9/30/16
1	Changed minor verbiage in Policy Statement	T. Harding	Upon Approval	5/1/2018

1. Purpose

To establish a cash advance policy for EmployIndy contracted service providers.

2. Scope

To provide guidance to EmployIndy contracted service provider(s) concerning cash advances.

3. Summary of the Law

Cash advances to non-Federal entities must be “limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements” of the recipient organization in carrying out the purpose of the approved program or project.¹

To ensure costs are allowable, allocable, reasonable and documented, governmental entities, non-profit, and for-profit entities must meet the financial management standards contained in 2 C.F.R. § 200.302.

¹ 2 C.F.R. § 200.305

Review of cash management standards may include the service provider's estimated clearance, average clearance, or other models. These models are described in several locations including the *U.S. DOL One Stop Comprehensive Financial Management Technical Assistance Guide*.²

4. Responsibilities

The EmployIndy Finance Division is responsible for providing guidance, validation, and periodic review of this policy.

EmployIndy's CEO, CFO, COO, or designee, will approve or deny all cash advance requests.

5. Policy Statement

A service provider may make a request for a cash advance to the EmployIndy Finance Department, via an EmployIndy Request for Advance form. The CEO, CFO, or COO may authorize or deny such cash advances based on determination and validation of need.

Cash advances shall be limited to the minimum amounts needed.

If approved, service providers shall be provided advance payments via Automated Clearing House (ACH).

Cash advances may be provided no more frequently than once a month. Excessive use of cash advances will be monitored and could result in denial of requests and contractual termination.

All cash advances shall be reconciled within thirty (30) days of issuance by either crediting the following months Accrued Expenditure Report (AER) by that amount until advance is paid or service provider issues a check back to EmployIndy for balance in full.

6. Exceptions

Exceptions to this policy may be granted by EmployIndy President on a case by case basis.

7. Definitions

None

8. Related Policies and Documents

Uniform Grant Guidance 2 CFR Part 200
U.S. DOL Comprehensive Financial Management Technical Assistance Guide³
EmployIndy Service Provider Cash Advance Procedures
EmployIndy Request for Advance Form

² https://www.doleta.gov/grants/pdf/TAG_PartI.pdf and https://www.doleta.gov/grants/pdf/TAG_PartII_July2011.pdf

³ https://www.doleta.gov/grants/pdf/TAG_PartI.pdf and https://www.doleta.gov/grants/pdf/TAG_PartII_July2011.pdf