

**YELLOW MEDICINE COUNTY
SOCIAL WELFARE FUNDS
12-31-14**

Yellow Medicine County Family Services receives requests from the Social Security Administration to become payee for individuals that are unable to handle their own money. Individuals are adults and children that receive Social Security or SSI. Individuals live in a nursing home, Board and Care facility, foster care or in their own home.

The Yellow Medicine County Social Welfare has been setup to handle the receipts and disbursements. The Social Security and SSI payments for the individuals are direct deposited monthly in a checking account at the Citizens Alliance Bank of Granite Falls. The Accounting Technician reviews the deposits online in the checking account. The Accounting Technician enters the payment to the individuals account in the Quicken program.

When a payment needs to be disbursed from an individual's account, the Social Worker, Case Aide or Eligibility Worker initials a bill that needs to be paid or sends an E-Mail to the Accounting Technician giving the approval to disburse funds.

The Accounting Technician prints the checks from Quicken and indicates which individual account needs to be debited. Checks are pre-numbered from the Quicken program. The Accounting Technician stamps the checks with the Director's signature stamp.

The Fiscal Supervisor reviews the checks that are printed and mails the checks.

The Fiscal Supervisor reconciles the bank statement for the Social Welfare Fund on a monthly basis and the Director reviews and signs the check register monthly.

The Fiscal Supervisor and Accounting Technician are the only staff with access to the Quicken program.

Monthly, the receipts and disbursements from the Social Welfare Account are reported to the Finance & Administration (F&A) Department. The F&A Deputy prepares a journal entry to record this activity into IFS for reporting as an agency fund held by the County.

Lynell M. Sunderland, Fiscal Supervisor
11-6-14

