

Title: Policy on Domestic Bank Accounts and Financial Services

Approved By: Office of the President

Effective Date: March 9, 2023

Responsible Official: Treasurer

Responsible University Office: Office of the Treasurer

Revision History: None

Related Legislation and University Policies: None

Review Period: 5 Years

## CASE WESTERN RESERVE UNIVERSITY

### Purpose of the Policy

The university maintains a centralized management approach for its Cash Management and Treasury Services. The Treasurer's Office is responsible for the optimization of cash flow and security of all funds collected, managed, and disbursed by the university. This central management approach leverages banking services based on volume and consistency of process. The risk of fraud is also reduced due to corporate account features applied to CWRU accounts. Standard features include:

1. Disbursement accounts shall have positive pay capabilities to reduce risk.
2. Controlled disbursement shall be used when applicable to maximize cash position.
3. Secure transportation and/or transmission to/from bank (armored car or insured carrier, bank file encryption)
4. Negotiation of pricing, rates, fees, and other items.

#### A. Domestic banking operations and financial services-

All domestic banking and financial services are approved and overseen by the Treasurer's Office.

Banking and financial services include, but are not limited to the following:

1. Cash management
2. Investments
3. Bank accounts
4. Credit card processing
5. Electronic payments
6. Foreign exchange transactions
7. Lines of credit
8. Digital wallets

Banking services also include products or services offered by non-banks that mimic traditional bank products as seen above. If CWRU departments seek banking related services or products, they shall consider current CWRU banking partners in addition to other competent providers.

#### B. Opening and closing of domestic bank accounts-

The Treasurer's office has sole responsibility for all activities related to the opening and closing of any financial institution account. University units and their staffs should not deal directly with any financial institution regarding the opening or closing of a bank account except as authorized in writing by the Treasurer. This policy covers domestic banking and financial services only. The opening and closing of international bank accounts is managed separately.

A financial institution account is defined as any account (e.g. checking, saving, depository, money market, and digital wallet) opened at a financial institution that uses the name of Case Western Reserve University, uses the Case Western Reserve University tax identification number, or receives the deposits or disburses university funds.

To open a financial institution account, the Treasurer's office must know the business need for the account, whether it is to be a deposit or disbursement account (or both) and the appropriate structure/features for the account (e.g. zero balance basis, controlled disbursement, and/or positive pay). Upon the opening of a new bank account, the Treasurer's office will notify the Controller's Office and request the setup of the new bank account in the general ledger.

Unless otherwise directed by the Treasurer's office, all statements for any accounts for the university shall be mailed to the Controller's office to allow for prompt account reconciliation. Additionally, all account analysis statements for any accounts shall be sent to the Treasurer's office.

Accounts no longer active or no longer needed shall be closed. The closure process requires written authorization to close the account from the business unit utilizing the account. The Treasurer's office will then contact the appropriate institution and request the account be closed and provide information as to the dispensation of any remaining funds left in the account. Additionally, the Treasurer's office will provide information regarding the closing of the account to the appropriate personnel in the Controller's office for the final reconciliation and closing of the applicable bank account in the general ledger. The Treasurer's office will notify the business unit to confirm the completion of the account closure process. The business unit is solely responsible for the proper destruction of any and all remaining check stock and/or deposit ticket inventory previously utilized by the account. Check and deposit ticket items should be destroyed securely within 5 business days of receipt of the account closure confirmation.