

CFP Monitoring Protocol

Adopted: December 18, 2013

The Chelsea Housing Authority (CHA) has implemented controls for the Capital Fund Program (CFP) by following the same logic model as our Internal Control Policy adopted on 1/23/13 by the Board of Commissioners.

- 1) The Director of Maintenance & Modernization follows our CFP annual plans along with our Procurement Policy so that all CFP funds are obligated and in a timely fashion
- 2) All contracts and change orders are submitted to the Board of Commissioners for approval. Once a contract or change order is approved by the Board of Commissioners, it is executed by the Executive or Deputy Director. All requisitions are prepared by the architect or designer and approved first by the Director of Maintenance & Modernization and then the Executive Director. Vouchers have the following components reviewed:
 - Authorization (PO, etc.)
 - Receipt of goods
 - Amount paid
- 3) All vouchers are then entered into e-LOCCS by the Accounting Manager and sent to HUD with proper documentation for review and approval. Once approved by HUD, vouchers are entered into accounts payable, following the financial internal controls process:
 - Checks are processed through the HAB software system by the Senior Accountant.
 - Checks are presented for approval and signature to two of the following approved signatories: Executive Director, Deputy Director, Treasurer and/or Assistant Treasurer
 - All invoices are marked paid with the Accounting Manager signature.
 - Checks are given back to the Senior Accountant for mailing. All transactions are to be paid by check disbursement. No direct wire payments are permitted.
 - At the end of each month, bank reconciliations will be performed by the Accounting Manager who will reconcile amounts shown on the bank statement with cash deposits and disbursements.
 - Bank statements and reconciliations are reviewed each month by the fee accountant, verifying that all the checks have the appropriate signature and that the check payee and amount have not been altered.
- 4) All Accounts Payable reports presented to the Board of Commissioners have payment details to show proper program allocations for each expense.
- 5) An updated CFP Control Register presented to the Board of Commissioners on a monthly basis.