

Procedures for Conference Processing District Payables

Drafted by Craig A. Smelser, Conference Controller

- 1) Invoices mailed to the District office will be coded by the District AA, and approved by the District Superintendent (DS) or other designated person. A Check Request should accompany each payable document and a batch sheet is preferred over all. An "Authorization for Payment" stamp will also be provided to the District and can be used for coding and approvals. Please do not stamp or write on the remittance portion of an invoice as they are sent with payment.
- 2) DS expense reports and credit card bills should be sent to the Financial Services Department (Lisa Despaw) who will obtain all necessary approvals from the Assistant to the Bishop. In his/her absence, the Treasurer will approve for payment. All other expense reports, check requests and credit card bills are to be approved by the DS prior to submission to Financial Services for processing.
- 3) Signature stamps can only be used for recurring or routine payments such as utility bills. The District AA is not allowed to use a signature stamp on expense reports or credit card statements. In the event the DS is unavailable, there will always be someone in Financial Services that can authorize payment. Each should have all corresponding receipts for approval to be given and for payment to be made (this is in accordance with GCFA & Conference policy).
- 4) Send all payable requests and supporting documentation to Financial Services by 3-pm the day prior to your scheduled check run day. If you are unsure of your assigned check run day, please contact Lisa Despaw. If payables are scanned/emailed, originals are to be retained in the District office for one year. Check copies will be scanned to the District AA for their records and ACH payments will be notified by email.
- 5) In the event that a check needs to be processed on a day other than the normal payables processing day, the District office is to call the Conference Controller to coordinate processing and payment.
- 6) If it is discovered that an accounts payable item has been incorrectly coded, a journal voucher is to be completed by the District AA then forwarded to the Conference Assistant Controller (Palma) for processing. Support for the correction is to be attached to the journal voucher.
- 7) Accounts payable items will be reviewed and processed by Lisa Despaw, AP Specialist and posted by Palma Dziejdzic, Assistant Controller. Craig Smelser, Controller, will review and sign all checks. Duties will be covered by other Financial Services employees when one of the assigned people is out of the office. Contact information is listed below:

Lisa Despaw, Accounts Payable Specialist
Phone: (863) 688-5563 ext. 118
Email: ldespaw@flumc.org

Palma Dziejdzic, Assistant Controller
Phone: (863) 688-5563 ext. 107
Email: pdziejdzic@flumc.org

Craig Smelser, Controller
Phone – (863) 688-5563 ext. 173
Email – csmelser@fulmc.org

Financial Services Fax: (863) 686-7363

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