



# Frequently Asked Questions

## Roundtable Bank Accounts Financial Project

### 1. What is the reason for the change?

- Non-profit regulations and good accounting practices are evolving to have Associations monitor and report the cash activity of all bank account activity that are done under their unique filing tax identification number (or TIN)
  - i. Bank Secrecy Act, Anti Money Laundering, and Office of Foreign Asset Control
- It was determined that 2016 was a good year to accomplish this project per the auditors as CSCMP has changed its accounting software system

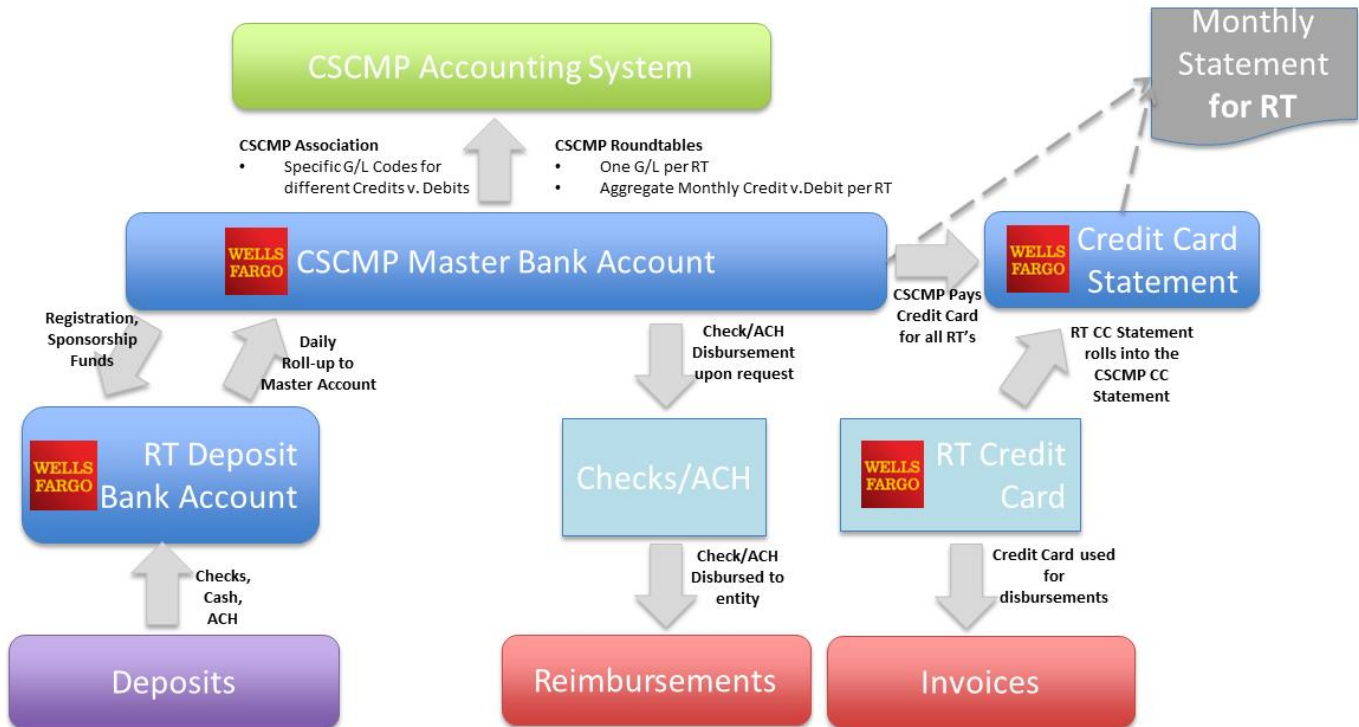
### 2. What Roundtables are affected?

- All 47 US Roundtables are part of the financial project in 2016.

### 3. What are the details of the bank account transition?

- All 47 US Roundtables will close their current bank accounts and be given new Wells Fargo Bank account
- The new Wells Fargo bank account will be used for **all deposit activity** for events and inbound cash transactions
  - i. If there are manual deposits, the local Wells Fargo branches can be used
  - ii. For your convenience, Wells Fargo has a mobile application that can be used to deposit remotely through picture taking process of the draft.
- All 47 US Roundtables will be given a Corporate Wells Fargo Credit Card
  - i. Issued to the Treasurer in his/her name to be used for payments **related to events and RoundTable expenses**
  - ii. One credit card will be issued per Roundtable
  - iii. The credit card does not act as a debit card for transactions
  - iv. Each credit card has been set up with a credit limit that was reviewed based on expense related average activity dollars
    - 1. If a temporary credit limit increase is needed for particular events, please contact Jill Carrillo or Tony Poidomani at least 3 days before the event in order that proper credit limit can be established
- The Association will pay your credit card charges as statement payers and take the funds accordingly to cover them. There is no requirement to hand in credit card receipts
  - i. It is the responsibility of the Treasurer to receive, review and retain back up documentation for all credit card transactions.
  - ii. The CFO of CSCMP reserves the right directly or through a management or auditor inquiry to request and receive from the Roundtable Treasurer back up documentation for applicable transactions.
- All 47 current bank accounts for the US RoundTables will be closed in a systematic manner
  - i. A balance will remain in the accounts based on Treasurer estimation to cover the open items for a period of 30 days
  - ii. No new checks or debit card transactions will be processed
- If an expense involves the use of a check or an automatic payment (wire or ACH)
  - i. A new Disbursement Form will be processed by the Roundtable Treasurer
  - ii. Association Finance team will execute on the Roundtable behalf
  - iii. A request for a W9 form to be processed may be applicable based on the payee status ("income" related reportable transaction)

## Future Banking Account Process with Credit Card Disbursement:



***\*The previous beginning balance from the RT's "monthly statement" is the cash on-hand.***

### 4. Timeline for Transition

- There are currently 27 Roundtables who currently bank with Wells Fargo so the transition will be from one bank account to another at that financial institution.
- 3 of the 27 have agreed to be the first accounts transitioned 6/1
  - i. The current Wells Fargo accounts will be closed on 6/1 and the new Wells Fargo account will be activated
  - ii. The balance of the account will be moved from the old account to the new account
  - iii. Please do not use the debit card or the checkbook associated with this old account as of 6/1 for the 4 Roundtables
  - iv. The credit card will be in your possession for expense transactions
- 7 of the 27 Wells Fargo Roundtable accounts will be transitioned on 7/1 to their new Wells Fargo accounts
- The remaining 17 Wells Fargo Roundtable accounts will be transitioned 8/1
- The 18 NON Wells Fargo Roundtables (i.e., other bank accounts) will be transitioned in a systematic manner beginning 10/1.
  - i. If there is a local Wells Fargo branch for "walk up" deposits, great. If that is not the case, there is a Wells Fargo mobile app which we will share for checks to be deposited by taking a picture and having those deposits post accordingly
  - ii. If there is physical cash to be deposited, it is advised to go to the Treasurer's personal bank and get a cashier's check and then use the mobile app.
    1. The Association can reimburse any fees you may incur
- The transition of accounts schedule will be communicated and if there is a business reason or other considerations that could move the transition month, we can work together and make sure the transition is minimally disruptive.



**5. How can the Roundtables have visibility for transaction tracking and reporting?**

- Each Roundtable Treasurer will receive a Wells Fargo user name and a link for set up to the online “CEO Portal”
  - i. Will need the last 4 digits of the CSCMP tax number (9301) to activate
  - ii. Deposit activity can be reviewed for your account
  - iii. Credit card activity can be reviewed for your account
  - iv. CSCMP Finance will hold a training session to ensure that each Treasurer was able to get into the system and navigate accordingly

**6. How can I ensure that my Roundtable assets properly “roll forward” each month?**

- It is the Treasurer’s responsibility to roll forward their accounting books
  - i. Start with the opening checkbook balance at the beginning of each month
  - ii. Add the deposits accumulated in the month in the Wells Fargo bank account
  - iii. Subtracting the expenses as transacted from the credit card
  - iv. Subtracting any checks or automatic payments by the Association on your behalf to get the ending monthly balance
- The Association Finance team has the responsibility to share a reconciled Roundtable Statement monthly with each Treasurer within 7 days after each month end
- The Treasurer should compare the monthly Roundtable Statement with their internal reporting and communicate accordingly with CSCMP Finance team if there are any concerns
- The Treasurer will remain responsible as the fiduciary of the Roundtable assets and also the key capability leader of management reporting on events and overall financial stability of bank accounts for decision making and executive reporting to Roundtable leadership.

## **7. What about the posting of Roundtable cash sent directly to the Association?**

- There will no longer be a need to cut checks to the Roundtable
- Association Finance team will push the funds from the Operating account electronically into the appropriate Roundtable Wells Fargo bank account.

## **8. Why does the Roundtable Wells Fargo bank account go to \$0 each day?**

- Each Roundtable Wells Fargo deposit bank account activity is “swept” into an Association Roundtable Master Operating Account
- The credit amounts of all activity will be the audit trail of cash received into the account and accounted for by the Treasurer reporting

## **9. No More Credit Card Fees and Association Pricing Differential Fees Charged to Roundtables**

- No 3% credit card fees will need to be calculated by Treasurers
- No nonmember price differential need to be calculated and remitted to CSCMP

## **10. Lessons Learned from First Pilot Roundtables**

- Treasurers accessing the account the first time require the last 4 digits of the tax identification number
- Be sure to estimate how much money to leave in the account so when the bank transfers the assets to the new Wells Fargo account, any outstanding items are covered by those funds for 30 days
- Training on navigation is important in the CEO portal of the Wells Fargo app
- The check request form is being changed in name to “Disbursement Request Form” to include the opportunity to make automatic payments (ACH or wire requests)
- Need to further educate on any requirements associated with the W9 Form
  - i. This is a tax id number form (social security number or tax identification number of vendor or payee)
  - ii. Applicability of 1099 reportable transactions
- Exploring options for the request for multiple credit cards
- Monthly Statement – for activity level information, the Wells Fargo CEO portal can extract the bank statement and credit card statement
- For the two Non-Wells Fargo Roundtables without a branch, a cash solution will be in place

Submitted by:

**Tony Poidomani**

CFO

Council of Supply Chain Management Professionals

[tpoidomani@CSCMP.org](mailto:tpoidomani@CSCMP.org)

Phone: +1 630.645.3471

Mobile: +1 847.687.2720