# OFFICE OF THE GOVERNOR OFFICE OF EQUITY

**1.02 Private Local Funds Policy**

## PURPOSE

This policy assures appropriate use and recording of monies in local bank accounts.

## SCOPE

This policy applies to all Office of Equity monies in private local bank accounts.

## AUTHORITY

[RCW 43.06D.050(7)](https://app.leg.wa.gov/RCW/default.aspx?cite=43.06D.050) gives the Office of Equity the authority to:

* Receive and solicit gifts, grants, and endowments from public or private sources that are made for the use or benefit of the office and to expend the same or any income therefrom according to their terms and this chapter.
* The director must report funds received from private sources to the Office of Financial Management (OFM) on a regular basis.
* Funds received from private sources may not be applied to reduce or substitute the Office's budget as appropriated by the legislature and must be applied and expended toward projects and functions authorized by this chapter that were not funded by the legislature.

## POLICY

Office of Equity private local bank accounts must:

* Follow all applicable rules as described in [SAAM 85.20](https://ofm.wa.gov/sites/default/files/public/legacy/policy/85.50.htm).
* Monies received shall be deposited on the same day as described in [RCW 43.01.050](https://apps.leg.wa.gov/RCW/default.aspx?cite=43.01.050) and [SAAM 85.50.20](https://ofm.wa.gov/sites/default/files/public/legacy/policy/85.50.htm). Amounts under $500 can be held for up to one week prior to deposit.
* Funds must be deposited in a public depositary as described in [RCW 39.58](https://apps.leg.wa.gov/RCW/default.aspx?cite=39.58).
* Reconciliation of the private local account shall be done monthly as described in [SAAM 85.50.40](https://ofm.wa.gov/sites/default/files/public/legacy/policy/85.50.htm#85.50.70).
* A custodian will be assigned who will have full responsibility, its proper use, and be covered by a surety bond in the full amount of the account as described in [RCW 42.26.070](https://app.leg.wa.gov/RCW/default.aspx?cite=42.26.070).

## PROCEDURE

Monies are to be deposited on the date of receipt, or if less than $500 within one week of receipt.

Monthly account statements and transaction (deposits and withdrawals) slips and receipts must be shared with OFM Fiscal, monthly. Electronic copies of deposit and withdrawal slips, statements, and receipts are to be saved in the [Private Local Funds](../1.02_Private%20Local%20Account) shared folder. Hard copy statements, transaction slips, and receipts are to be stored in a locked file cabinet in the office.

[Monthly reconciliation](file:///Z:/The_Office/Private_Local_Funds/Private_Local_Account_Monthly%20Reconciliation.xlsx) of the account shall be completed, shared with OFM Fiscal, and retained along with deposit slips and statements in accordance with the State Government General Records Retention Schedule section [GS 01013](https://www.sos.wa.gov/_assets/archives/recordsmanagement/state-government-general-records-retention-schedule-v.6.2-(august-2021).pdf).

Approved by:

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