

# DWSD-GLWA Standard Operating Procedure Development

Status as of 10-15-2019

Standard Operating Procedure	Status
Retail Revenue Collections Bank Account	4 - Completed
Lease Payment Allocation	3 - CFO Review
Weekly Lockbox Cash Transfers to Receiving	3 - CFO Review
General Ledger Balance Confirmations	2 - Staff Review
Budget Stabilization Interest	2 - Staff Review
Receiving Fund Interest	1 - Development
Debt Service Interest	1 - Development
Operating & NonOperating Pension Interest	1 - Development
Retail Lockbox Reconciliation	1 - Development
DWSD Utility & Deposit Refunds	1 - Development
Final Yearend MBO Transfers and Adjustments	1 - Development
Use of Budget Stabilization Funds	1 - Development
Special Cash Transfer Requests	0 - Not Started
Monthly MBO Transfers & Reporting	0 - Not Started
Tax Lien Receipt Accounting	0 - Not Started

*From the June 27, 2018 Memorandum of Understanding:*

**11. Standard Operating Procedures (“SOPs”).** DWSD and GLWA shall jointly develop SOPs for working through and documenting operational interactions. To the extent that SOPs cannot be agreed upon by the DWSD and GLWA team members after review with

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the GLWA Chief Executive Officer and the DWSD Director, the issue may be brought forward to the Reconciliation Committee.