



To: Board of Directors, Southeast Metro Stormwater Authority
From: Jill Gillespie
Date: November 19, 2025
Re: Cash Access and Internal Controls

1. What cash access does CLA have?
 - a. Wire/transfer abilities
 - i. CLA has the ability to wire funds between District accounts.
 - ii. Internal Control: All wires to outside parties require board approval before processed
 1. Additionally, all wire instructions are required to be verbally confirmed and re-confirmed no less than every six months
 - iii. Internal Control: All wires require dual control approvals
 - b. BILL (Bill.com) payments
 - i. CLA has the ability to release payments in Bill.com upon final approval by the board approver(s)
 - ii. Internal Control: board approver(s) must always be set up in BILL to approve all invoices before payments can be released
 - iii. Internal Control: only the AP specialists have the ability to manage vendors and do not have the ability to release payments.
 1. Vendors have the ability to choose e-payments/wires and they are responsible for managing their account information in BILL
2. Additional internal controls
 - a. Bank reconciliations are to be completed monthly and reviewed monthly by CLA team members
 - i. Bank statements are provided to the board each month
 - b. Board reviews and approves all disbursements at board meetings and approval is documented in meeting minutes.