

Memorandum of Understanding (MOU) – Custodian
UW–Madison | Replenishable Checking Accounts (for Research Participant Studies)

Custodian name: _____ NR: _____

Last 5 numbers of bank account: _____

Department ID: _____ Project ID: _____

Custodian Responsibilities

A. Overall

- A1. I, the Custodian, am a UW–Madison employee.
- A2. I, the Custodian, am not a Signer or Reconciler for this bank account and/or any other bank account for which the same Signer or Reconciler are acting in the same capacity as for this account.
- A3. I will ensure no conflict of interest and no related parties between Custodian, Signers, and Reconcilers, and that the Custodian, Signers, and Reconciler are UW–Madison employees.
- A4. I will ensure there are a minimum of two (2) and maximum of four (4) signers authorized to sign checks. If extraordinary circumstances exist that require more than four check signers, I will work with my Business Office and Cash Management.
- A5. I will notify the Department, Dean’s Office, and Accounting Services Cash Management when there is a change in Custodian, Signers, and/or Reconciler and prepare applicable Custodian Fund forms per the Custodian Funds Policy and Procedures.
- A6. I will monitor account activity, ensure replenishments are requested, request changes to Signers and/or Reconcilers, and ensure reconciliations are completed and submitted monthly.
- A7. I will stay current with all required training related to custodian responsibilities to ensure compliance with related University procedural requirements.
- A8. I will review and follow the Custodian Funds Policy and Procedures for replenishable checking accounts.

B. Responsibilities with Bank Account

- B1. Ensure cash will not be advanced out of this bank account.
- B2. Ensure personal funds will not be used to maintain bank balances.
- B3. Ensure all forms to establish and maintain the bank account are completed per the Custodian Funds Policy and Procedures.
- B4. Establish practices for the Signers to log and track all checks written and ensure checks are stored in a secure location.
- B5. Monitor to ensure all payments of \$250 or more are completed through the Payment to Individual Report (PIR) process with Accounts Payable and supported with a completed and signed W-9 form.
- B6. Monitor to ensure tax reporting is completed for participant payments of \$600 or more in a calendar year.
- B7. Monitor to ensure all checks are written out directly to the appropriate recipient in accordance with the purposes of the account and in chronological check order.
- B8. Monitor to ensure all checks include the statement “Void after 90 days.” Contact Accounting Services Cash Management (cstdnfd@bussvc.wisc.edu) if this statement is missing.
- B9. Monitor to ensure the individual check amount limits for this bank account are followed.
- B10. Monitor to ensure checks are not issued to parties with a conflict of interest, such as family members or affiliated organizations.
- B11. Monitor US Bank SinglePoint on a regular periodic basis, dependent on account activity. This should be, at a minimum, monthly.
- B12. Monitor to ensure monthly bank reconciliations are completed between the US Bank SinglePoint bank statement and the check register within 30 days of month end. Submit reconciliations to Accounting Services Cash Management (cstdnfd@bussvc.wisc.edu) and your units’ Business Office.
- B13. Monitor to ensure the bank account is not overdrawn. Accounting Services Cash Management also monitors bank account overdraws which may result in closing of the bank account.

C. Replenishment Responsibilities/Oversight

- C1. Monitor to ensure replenishments are based on checks written.
- C2. Monitor to ensure replenishment of bank accounts are done every 90 days or sooner, based on activity.

For circumstances that may challenge appropriate segregation of duties for compliance with financial internal controls, please contact your School or College Business Office to discuss further.

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- C3. Monitor to ensure if fewer than 10 checks are written per month, additional justification is attached to the replenishment request explaining why the account needs to stay open, rather than using the PIR process.
- C4. Submit justification for continued use of the bank account if no checks are written for 90 days; send details to your units' Business Office and to Cash Management.
- C5. Provide justification to your units' Business Office and to Cash Management if there has been no activity for 6 months, otherwise the bank account could be closed.
- C6. Monitor to ensure voided checks (older than 90 days) are deducted from the next replenishment.

D. Compliance with Policies

- D1. FERPA, HIPAA, IRB, and all other UW–Madison policies are followed.
- D2. Ensure all activity, documents, and bank reconciliations are maintained and stored in a central, secure location according to the UW General Records Schedule (https://cms.library.wisc.edu/archives/wp-content/uploads/sites/21/2016/11/Fiscal_Accounting_UWS2012-11-2016.pdf).
- D3. The research study has an Institutional Review Board (IRB) Number or self-certification paperwork showing that no IRB approval or certification is necessary.

Signing below means you agree to the following statement:

I understand not following these procedures will result in the loss of bank account privileges.

	Printed Name	Signature	Date
Custodian			
Department Chairperson / Project Director			
Dean / Director			

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