

Department of State Treasurer (DST)

New Financial Officer Checklist

Checklist for Changes in Personnel:

Applicable for changes in Agency Head, Chief Financial Officers or other key financial personnel

- ___ Update disbursing and Short-Term Investment Fund (STIF) signature cards with DST
- ___ Verify Core Banking (CB\$) Administrators and Users
- ___ Verify CB\$ Access:
 - Positive Pay (PP) and Stop Pay
 - Reconciliation/account activity
 - Funds Transfers – initiators and authorizers
- ___ Verify external bank online access for deposit services and reports
- ___ Email the CBS.help@nctreasurer.com to update the Banking Contact List
- ___ Update disbursing authority with the Office of State Controller
- ___ Update the signature printed on the warrants with Office of State Controller

Business Day Banking Deadlines:

- PP & Stop Pay - 10 am daily (processed by DST between 10 am and noon)
- Funds Transfers - 10 am daily
- Electronic (Wire-In and Incoming ACH) STIF Deposit Forms -10 am daily
- CB\$ Single Entry Transactions - 4:15 pm

Other Information:

- Reconcile disbursing accounts by the 15th of each month
- Click the Statement Verification Box in CB\$ - Accounts - Statement Verification - Year and Month (use Edge as the browser)
- Financial Statement Audit Account Balance Confirmations - send to Banking Operations, 3200 Atlantic Ave, Raleigh, NC 27604
- When escheating checks- please delete Positive Pay records
- As employees change, delete CB\$ & external bank accesses timely
- Reorder deposit tickets timely
- Perform quarterly CB\$ access reviews
- Review Banking Resources, including the Banking Services Handbook and the Bank Reconciliation Manual located at <https://www.nctreasurer.com/divisions/financial-operations/banking/guidelines-manuals-and-handbooks>

For questions, you may contact CBS.help@nctreasurer.com or contact the Banking Director, Brandon Watson at brandon.watson@nctreasurer.com or Banking Operations Manager, Melissa Rivenbark at melissa.rivenbark@nctreasurer.com.