

ACCOUNTING POLICIES	
Category	Accounting/Treasury
Policy Name	Checks/Cash Application Policy and Procedure
Effective Date	December 2020
Owner:	Accounting
Written by:	John Oravec/William Zurlo
Approved by:	Kim Edvardsson
Applies to:	All employees in receipt of checks

Purpose

The purpose of this memo is to document the Company's current policy and procedures regarding the check/cash application process.

Current Policy

If you receive a check via mail, the nature of the check will determine the appropriate processing and deposit procedure. All checks should be forwarded as soon as possible even if you are uncertain of how it is to be coded as it is important that all checks are deposited timely. All checks should be forwarded to one of three departments according to the Check Forwarding Chart below. These three departments are Customer Collection, Legal, and Treasury. In addition, an electronic copy of the check along with the name of the provider and amount should be emailed as well for backup purposes (name and amount in email subject line).

Customer Collection will typically include any regulated customer account payments and payments made by a third party on behalf of a customer. Legal will typically include checks received from legal proceedings such as bankruptcy, outside counsel and collection matters. All other checks should be forwarded to Treasury.

All checks forwarded to Treasury with KNOWN accounting coding should be accompanied by a completed "Check Deposit Coding Form" which includes the following information:

1. Forwarding individuals name,
2. Company (legal entity),
3. General ledger account,
4. WBS/order/cost center, if applicable
5. Backup, documents, agreements, or any detail helpful in determining the accounting for unique items.

All checks forwarded to Treasury with UNKNOWN accounting coding should also be accompanied by a completed "Check Deposit Coding Form" and include as many of the items that are known at the time of forwarding.

Accounting and Treasury will work together to resolve the UNKNOWN deposits and determine the missing items based on contacting the individuals in the chart below.

All checks forwarded to Treasury will be deposited weekly each Friday. Treasury will make separate weekly deposits for both the KNOWN and UNKNOWN accounting coding per each Company. Treasury will also make separate PDF's of the checks and applicable backup provided for each deposit made. These deposits will be made to each of the following Companies as applicable:

1. Peoples Natural Gas--#1000
2. Peoples Gas--#3100
3. Peoples West Virginia--#1200
4. Peoples Kentucky--#1300
5. PNG Companies--#2200

CHECK FORWARDING CHART

	Check Type	Department	Individual	Contact for UNKNOWN Deposits
1	Regulated Customer Checks-CSC	Customer Collection	Arlee Ando	Arlee Ando
2	Bankruptcy Trustee receipts	Customer Collection	Arlee Ando	Arlee Ando
3	Collection Litigation items	Customer Collection	Arlee Ando	Jen Petrisek
4	Restitution checks	Customer Collection	Arlee Ando	Karie Good
5	Social agency collections	Customer Collection	Arlee Ando	Arlee Ando
6	Court ordered disputes, litigation	Legal	Mike Turzai	Jen Petrisek
7	General legal matters	Legal	Mike Turzai	Jen Petrisek
8	Damage billing	Legal	Sarah Herchko	Tim Conway
9	Line Hit billing	Treasury	Sarah Herchko	Tim Conway
10	P-Card reimbursements	Treasury	Joe Stark	Debbie Pascarella
11	HR benefit vendor related items	Treasury	Joe Stark	Kathleen Swan
12	All other checks	Treasury	Joe Stark	Joe Stark

