BANNER COMMITTEE PROCEDURE

**FEDERAL CASH MANAGEMENT PROCEDURE**

Federal regulations outlined in Chapter 2 of the Federal Student Aid Handbook require:

1) credit balances of federal aid must be paid directly to a student no later than 14 days after the credit balance is created; and

2) the college “must make disbursements as soon as administratively feasible but no later than three business days after receiving funds from the Department” of Education.

In order to show compliance with these Federal regulations, the Banner Committee recommends that each college maintain a spreadsheet that shows 1) draws from and refunds to the Department of Education that balance with the colleges Bank Account and 2) disbursements to the college for reimbursement to the college for student tuition and fees and for student refunds. A spreadsheet should be maintained for each type of federal aid disbursed. See below examples:





