



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date: 1-22-2013
Volume:	X	Forms	
Chapter:	A	Forms	
Subchapter:	1	Forms	
Issuance:	16.23	CP&P Form 16-23, LOBA/FLEX Check Tracking Log	

Click here to view, complete, or print CP&P Form [16-23](#), LOBA/FLEX Check Tracking Log.

WHEN TO USE IT

This form, completed monthly, provides a means for the Local Office to track each expenditure from its LOBA/Flex Fund, to enhance fiscal accountability. The Local Office Bank Account Clerk (Custodian) maintains the Log.

Local Office Managers may choose to use this form (CP&P Form [16-23](#)), or another tool to track these funds. Use of this form is not required, but a process whereby LOBA/Flex moneys are tracked each month IS required.

The Local Office forwards a completed Log to the Area Business Office by the 15th of each month, to support each LOBA/Flex transaction that occurred during the previous month.

For policy, see [CP&P-IX-F-1-300](#), Local Office Bank Account (LOBA).

HOW TO USE IT

The Local Office Bank Account Clerk (Custodian) prepares a new Log at the start of each calendar month.

The Log is an Excel spread sheet. Make entries in each column, as appropriate, to document the status of each check written from the LOBA/Flex account that month.

Make entries in "comments" column to indicate the status of the check, such as "void," "replacement," "Flex," "LOBA," etc.

Reconcile the tracking Log at the end of each month. Ensure an accurate accounting of each check written.

Forward the completed Log to the Local Office Manager by the tenth of the month for sign off/approval.

TIPS FOR COMPLETING THE FORM

Make entries to complete columns manually, by pen and ink, or electronically, upon saving the form to the Desktop.

The Custodian signs the form at "Prepared by," and enters the date.

The Local Office Manager or designee signs the form, thereby indicating his or her approval, at "Approved by," and enters the date.

DISTRIBUTION

- Original - Area Business Office
- Copy - Local Office fiscal records file - the "LOBA File" - maintained by the Custodian
- Copy - Local Office Manager