

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Internal Control of Fiscal Activity within the Department	PAGE <u> 1 </u> OF <u> 2 </u>
	NUMBER: 22-BUS-11
RULE/CODE REFERENCE: ORC: 5120.01; 5120.25; A.R. Series 5120-5	SUPERSEDES: 22-BUS-11 dated 05/13/15
RELATED ACA STANDARDS: 4-4027; 4-4031; 4-4035; 2-CO-1B-05; 1-CTA-1B-02	EFFECTIVE DATE: February 9, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to provide written procedures for the proper management and control of all agency funds, accounts, and fiscal activity.

III. APPLICABILITY

This policy generally applies to all employees of the Department of Rehabilitation and Correction. It specifically applies to employees of the Division of Business Administration and the Business and Cashiers' Offices.

IV. DEFINITIONS

DRC Business and Cashiers' Office Employees – Persons employed by DRC who work directly with the processing of financial transactions through the receipt and disbursement of agency appropriated and/or non-appropriated (local) funds. These employees are classified as Business Administrators, Financial Associates, Financial Associate Supervisors, Sourcing Analysts, Sourcing Supervisors, Financial Analysts, Financial Analyst Supervisor, Financial Program Manager, Senior Financial Manager, Business Operations Managers and any other position, as applicable.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that agency funds and accounts be administered in accordance with various sections of Chapter 5120 of the Ohio Revised Code, the DRC Business Operations Manual and DRC Cashiers' Manual.

VI. PROCEDURES

- A. Procedures for the establishment of internal controls, petty cash, and bonding for all appropriate staff, signature control on checks, offender accounts, and vouchering activity are set forth in the DRC Business Operations Manual and DRC Cashiers' Manual.
- B. The DRC Business Operations Manual standardizes the business processes and internal controls, and provide procedures to ensure the following:
1. Resources are utilized efficiently, effectively, and in compliance with Ohio law.
 2. Funds, property and other assets are safeguarded against waste, loss, unauthorized use, and misappropriation.
 3. Revenues and expenditures are properly recorded and accounted for in order to permit the preparation of reliable financial and statistical data on reports.
 4. Funds held outside the Treasurer of State shall be managed, used, and obtained in compliance with Ohio law.
- C. Training

The following trainings are mandated for specific DRC employees who process financial transactions through the agency's appropriated and/or non-appropriated funds:

1. All Business Administrators, Sourcing Supervisors, Financial Analyst Supervisor, Financial Program Manager, Senior Financial Manager and Business Operations Managers are mandated to attend the course entitled "Overview of Business". All new hires for the above positions shall be mandated to take the course entitled "Overview of Business" within six (6) months of hire date.
2. On an annual basis, all employees in the Division of Business Administration and the Business and Cashiers' Offices shall successfully complete the Enterprise Learning Management course entitled Business / Cashier Office Fiscal Training.
3. Any other fiscal training deemed necessary by DRC for employees of the Division of Business Administration and Business and Cashiers' Offices.