

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Fiscal Planning, Budgeting, and Accounting Procedures	PAGE <u> 1 </u> OF <u> 2 </u>
	NUMBER: 23-BUD-04
RULE/CODE REFERENCE: ORC 5120.01; 22; 25	SUPERSEDES: 23-BUD-04 dated 12/21/11
RELATED ACA STANDARDS: 4-4032; 4-4034; 2-CTA-1B-06	EFFECTIVE DATE: May 11, 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 establish responsibility, procedures and documentation for the monitoring and review of income and expenditure funds.

III. APPLICABILITY

This policy generally applies to all persons employed by or under contract with the Ohio Department of Rehabilitation and Correction (DRC). It specifically applies to all employees of the Division of Business Administration and business offices throughout DRC.

IV. DEFINITIONS

Indirect Cost Rate – A percentage used to distribute indirect costs to all cost centers benefiting from those costs for accounting purposes. It is calculated by dividing the indirect cost pool by the direct cost base.

OAKS FIN - The Ohio Administrative Knowledge System Financials module is the online system for managing financial information and transactions for the State of Ohio.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) that the agency’s fiscal system accounts for all appropriations and expenditures on an ongoing basis through control procedures and internal audits. Reports of all monies collected and disbursed by each fiscal center shall be distributed to designated authorities by the Division of Business Administration or Bureau of Budget Planning and Analysis as required by law, policy, or upon request.

VI. PROCEDURES

- A. The Chief of the Division of Business Administration is designated by Ohio Revised Code section 5120.22 and 5120.25 with responsibilities concerning property management and accounting.
- B. All fiscal centers of DRC shall comply with the Business Operations Manual as approved in DRC policy 01-COM-01, Department Directives.
- C. The Revenue Section of the Division of Business Administration shall maintain records regarding the receipt and deposit of appropriate sources of revenue.
- D. The Bureau of Budget Planning and Analysis shall monitor, through the Office of Budget and Management OAKS FIN and Business Intelligence (BI) reports, the budget status of all appropriated funds on deposit with the Treasurer of State.
- E. Local funds, including Industrial & Entertainment, Commissary, Inmate Groups, Inmate's Personal fund, etc. shall be managed in accordance with accepted accounting procedures as established in the Business Operations Manual, Cashiers' Manual, CACTAS Manual, Collection Designee Screening Guidelines Manual and Commissary Manual.
- F. Audits shall be conducted at least once every three (3) years by the DRC Internal Audit Section and every year by staff from the Auditor of State's office.
- G. The indirect cost rate in contracts executed by the DRC shall not exceed 10%.