

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Control and Security of Cash, Checks, and Other Funds	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 24-CAS-03
RULE/CODE REFERENCE: OAC 113-1-02	SUPERSEDES: 24-CAS-03 dated 05/13/15
RELATED ACA STANDARDS: 4-4031; 4-4033; 2-CO-1B-06; 1-CTA-1B-02	EFFECTIVE DATE: February 23, 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 accountability, documentation and procedures for the collection, maintenance and disposition of revenues received via cash, check or money order.

III. APPLICABILITY

This policy applies to all employees of the Division of Business Administration, Business Offices, Division of Parole and Community Services, Adult Parole Authority and Cashier Offices throughout the Department.

IV. DEFINITIONS

Bank Debit Card - A payment card that provides the cardholder electronic access to their bank account(s) at a financial institution. The card, where accepted, can be used instead of cash when making purchases.

Revolving Credit Account - A line of credit in which the consumer is allowed to use the funds when needed. A minimum monthly payment is required and can fluctuate, and where the cardholder usually has the option of avoiding finance charges by paying the last statement balance within the established “grace period.”

Reward Programs - Structured marketing efforts that reward, and therefore encourage, loyal buying behavior which is potentially beneficial to the purchaser. The reward programs are also known as loyalty card, rewards card, points card, advantage card, or club card. By presenting the card, the purchaser is typically entitled to either a discount on the current purchase, or an allotment of points that can be used for future purchases.

Slush Fund - Defined as an auxiliary monetary account or a reserve fund. However, in the context of unethical dealings, such as those by state governments, a slush fund can have particular connotations of illegality, illegitimacy, or secrecy in regard to the use of this fund and the means by which the funds were acquired.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) that all cash funds be held in a secure location and that DRC fiscal system account for all income on an ongoing basis through internal controls and procedures as established by DRC Business Operations Manual and DRC Cashiers' Manual.

VI. PROCEDURES

A. Deposit of Revenue with the Treasurer of State

1. Within one (1) business day of receipt, DRC Business and Cashiers' Offices shall submit cash revenue requiring deposit with the Treasurer of State to the Division of Business Administration (DBA) Revenue Control Section. Funds for deposit in locally approved bank accounts shall be deposited at a minimum of once per week.
2. Cash revenue shall be itemized on the General Revenue and Weekly Pay-In Report (DRC1278). The pay-in report must be signed by the preparer and approved by the supervisor. The original form shall be submitted with the cash revenue.
3. Within two (2) business days of receipt, DBA Revenue Control Section shall date stamp, record, and process cash revenue for deposit with the Treasurer of State (TOS) and or local bank account. All cash revenue shall be itemized and accompanied by deposit documents as prescribed by the TOS. All documents supporting the deposit of cash revenue shall be on file with DBA Revenue Control Section and be readily available for audit.

B. Control and Security of Cash, Checks and Other Funds

It is the responsibility of the DBA Revenue Control Section, each DRC Business and Cashiers' Office, Division of Parole and Community Services and Adult Parole Authority Office to provide for the control and security of cash, checks and other funds. Upon receipt of cash revenue, DRC shall immediately secure revenue in a safe and/or vault with strict combination control. Please reference the Department Business Operations Manual section General Policies and Procedures and the Department Cashiers' Manual sections General Fiscal Activity and Fund Processing for complete details regarding checking accounts, bank deposits, signature authority, security and control of assets.

C. Non-Appropriated Fund (Local Fund) Check Signatures

Checks shall require two (2) signatures of employees listed on the current bank signature cards.

D. External Vendor Accounts

DRC shall not maintain institutional accounts with vendors. DRC shall neither open nor maintain revolving credit accounts or any type of credit account for purchases with external vendors.

E. Slush Funds

DRC shall not have a slush fund. All funds must be maintained through an established bank account.

F. Cash Counts

All established cashboxes (change funds) shall be counted daily. In addition, any non-appropriated (local) fund that has a cashbox including but not limited to Petty Cash, Inmate Trust, Employee Activity, and Industrial Arts shall have cash counted at least once a month by a supervisor and another employee. This count shall be recorded on the Cash Count for Change Funds (DRC1437), which shall be signed by both employees. Each location shall retain a copy of the signed form in chronological order for future audits.

G. Cash Advances

Writing a check payable to “Cash” or to an employee to obtain cash, or to a vendor for a “not to exceed amount”, cash advancement and purchasing prepaid debit cards to use for purchasing items are prohibited. Writing a check payable to the vendor for the exact amount of the purchase is allowed, provided other state purchasing guidelines have been met.

H. Bank Debit Cards

Bank debit cards shall be obtained in the name of the fund. Bank debit card purchases shall be made as a credit. The bank debit card Personal Identification Number (PIN) shall be secured and not shared. Use of the PIN for cash transactions is prohibited. If a local bank cannot meet this requirement, then notify the Chief, Division of Business Administration.

I. Reward Programs

The name of the fund shall be utilized to enroll in reward programs and reward cards shall be utilized to make purchases for the fund. Employees are prohibited from using rewards discounts earned from their personal rewards cards to make purchases for DRC.

Related Departmental Forms:

General Revenue and Rotary Weekly Pay-In Report
Cash Count for Change Funds

DRC1278
DRC1437