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**Policy Number:** 104.150  
**Title:** Recording and Depositing Receipts  
**Effective Date:** 9/15/20

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**PURPOSE:** To ensure all state receipts are properly safeguarded; promptly deposited; and accounted for and recorded in accordance with generally accepted accounting principles (GAAP); Minnesota statutes including Minn. Stat. § 16A.275, “Agency Receipts; Deposit, Report, Credit;” and other state and federal laws and reporting requirements; the Department of Corrections (DOC) has adopted the State of Minnesota, Minnesota Management and Budget (MMB), Statewide Financial Policies, "Chapter 5 – Accounts Receivable” and “Chapter 6 – Revenue and Receipts” as currently in effect.

**APPLICABILITY:** Department-wide

**DEFINITIONS:** None

**PROCEDURES:**

See Minnesota Management and Budget, Statewide Financial Policies, “Chapter 5 – Accounts Receivable,” and “Chapter 6 – Revenue and Receipts”

**INTERNAL CONTROLS:**

- A. Approved and reconciled documents contain staff initials/signatures. Responsibilities are assigned with consideration of segregation of duties; separating receipt and deposit duties, and also recording transactions and the reconciliation.
- B. Original or electronic deposit documentation is retained at the appropriate location per the retention schedule.

**ACA STANDARDS:** 2-C0-1B-06 4-4031, 4-4033, 4-4034, 4-JCF-6B-05

**REFERENCES:** [Minn. Stat. § 16A.275](#), Agency Receipts; Deposit, Report, Credit  
[Minnesota Management and Budget Statewide Financial Policies, Chapter 5 – Accounts Receivable](#)  
[Minnesota Management and Budget Statewide Financial Policies, Chapter 6 – Revenue and Receipts](#)

**REPLACES:** Policy 104.150, "Recording and Depositing Receipts," 4/16/19.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None

**APPROVALS:**

Deputy Commissioner, Community Services  
Deputy Commissioner, Facility Services  
Assistant Commissioner, Operations Support

Assistant Commissioner, Criminal Justice Policy, Research, and Performance