DEPARTMENT OF CORRECTIONS

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

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