



**DEPARTMENT OF CORRECTIONS
Business & Finance**



Title:	Receipting, Securing, and Depositing Funds	DOC Policy: 30.1.3
Effective:	3/21/24	Supersedes: 5/1/17
Applicability: All functional units		
Directives Cross-Reference:		
<p> ORS 293.265 – Disposition of Collected Moneys Oregon Accounting Manual Policy 10.20.00.PO – Cash (Policy) Oregon Accounting Manual Policy 10.20.00.PR – Cash (Procedure) Oregon Accounting Manual Policy 15.10.00 – Cash and Cash Equivalents OAR 291 Div. 131 – Mail (AIC) OAR 291 Div. 158 – Trust Accounts (AIC) DOC Policy 20.1.2 Code of Ethics DOC Policy 20.1.3 – Code of Conduct DOC Policy 40.2.4 – Sale of Meal Tickets </p>		
Attachments: None		

I. PURPOSE

To establish specific responsibilities and provide the process for receipting, securing, and depositing funds within the Department of Corrections (DOC).

II. DEFINITIONS

- A. Adult in Custody (AIC): Any person under the supervision of the Department of Corrections who is not on parole, probation, or post-prison supervision status.
- B. Authorized Money Items: Cashier’s checks, money orders, checks or warrants issued by a state, federal, or tribal government, and checks issued by an insurance company related to the settlement of a legal action or claim.
- C. Cash Receipts: U.S. currency coins or bills, checks, money orders or other monetary items that can readily be converted to or used as U.S. currency, such as gift cards.
- D. Dual Control: A process whereby at least two people are present for the duration of a specific task.
- E. Functional Unit: Any organizational component within the Department of Corrections responsible for the delivery of program services or coordination of program operations.
- F. Functional Unit Manager (FUM): Any person within the Department of Corrections who reports to either the Director, the Deputy Director, an Assistant Director, or an administrator and has responsibility for delivery of program services or coordination of program operations.

G. Funds: A sum of money saved or made available for a particular purpose.

H. Internal Control: A process designed to provide reasonable assurance that the objectives of reliable financial reporting, effective and efficient operations, and compliance with laws and regulations are achieved.

III. POLICY

The treatment of all funds that are received by Department of Corrections staff, including but not limited to cash, money orders, personal checks, cashier checks, government agency business checks, and business checks, shall comply with this policy, standard business practices, generally accepted accounting principles, the Oregon Accounting Manual (OAM), Oregon Administrative Rules (OARs), Oregon State Treasury requirements, and the department's policies on Code of Ethics (DOC policy 20.1.2) and Code of Conduct (DOC policy 20.1.3).

A. Internal Controls

1. Department of Corrections management is responsible for ensuring that internal controls are sufficient to provide reasonable assurance that state assets are not lost or stolen. Internal controls and safeguards must be adequate to provide management with a reasonable degree of assurance that cash and cash related transactions will be properly accounted for and controlled per OAM 10.20.00.PO, OAM 10.20.PR, and OAM 15.10.00.
2. To maintain internal control over cash receipts, all Department of Corrections locations are responsible for timely deposits of funds. In accordance with ORS 293.265(1)(a), funds must be deposited no later than one business day after receipt. Exceptions to the statute are permitted under the following circumstances:
 - a. The FUM documents the exception in accordance with ORS 293.265(1)(b);
 - b. The exception includes deposits being made at least weekly (OAM 10.20.00.PR); and
 - c. A copy of the deposit exception documentation is forwarded to Central Accounting for audit purposes (ORS 293.265(1)(c)).
3. When not being actively processed, all cash receipts must be placed in a locked, stationary enclosure (for example, a safe, locking drawer in cabinet or desk, etc.).

B. Trust Funds

1. Institutions or Business Services
 - a. Receipting of funds from AICs arriving at a Department of Corrections intake center:

- A. Designated staff shall receive funds from transported AICs. Funds shall be accepted and processed in accordance with the department's rules on Trust Accounts (AIC) (OAR 291-158).
- B. If an incoming AIC is in possession of monies, two staff shall:
 - i. Prepare a Receipt of Funds form (CD 351) documenting funds received from the AIC.
 - ii. Include the date, AIC's name, date of birth, SID number, amount received, and both staff's initials on the Receipt of Funds form (CD 351);
 - iii. Verify funds, placing any authorized money items in a sealed envelope;
 - iv. Attach the Receipt of Funds form (CD 351) to the funds and provide a copy to the AIC, retaining a copy for intake center records; and
 - v. Place the funds in the designated Business Services lock box.
- b. Funds received through the mail:
 - A. Funds received through the mail shall be handled in accordance with the department's rules on Mail (AIC) (OAR 291-131) and Trust Account (AIC) (OAR 291-158).
 - B. Cash shall be confiscated and counted by two staff. A Mail Confiscation Notice shall be completed and signed by mailroom staff, attached to the cash items, and secured. A copy of the Mail Confiscation Notice shall be distributed to the sender and to the AIC.

2. Central Trust

- a. Receipting and Securing Funds:
 - A. Department of Corrections will accept and process authorized money items received by Central Trust only in the form prescribed by and in accordance with the department's rules on Trust Accounts (AIC) (OAR 291-158).
 - B. Funds intended for Central Trust but received by other staff shall be forwarded to Central Trust, along with the envelope in which they arrived and any contents, within one business day. This excludes institution mailrooms, which shall follow the process in OAR 291-131-0037.
 - C. All funds received by mail shall be opened and batched in a secure room and processed daily.

- D. Funds determined to belong to the Department of Corrections shall be recorded on a funds agency log and delivered to Central Accounting.
- E. A Mail Confiscation Notice shall be completed and signed by Central Trust staff, attached to the cash items, and secured. A copy of the Mail Confiscation Notice is distributed to the sender and to the AIC.
- F. Funds will be secured when not being processed.
- G. All authorized funds intended for AICs must include remitter name and address and AIC name and SID number.
- H. Deposit information shall be entered into the AIC financial banking system.
- I. Checks and money orders will be copied, and a record of the deposit shall be maintained in accordance with applicable retention requirements.

b. Depositing:

The designated depositor will ensure the sealed bank bag includes a numbered deposit slip and is always secured. Central Trust will retain a copy of the signed armored service transmittal log which lists the bag numbers and the amounts included in each deposit.

C. Department of Corrections Funds

1. Institutions and Business Services

a. Receipting:

- A. Meal ticket, AIC work program, and other fund cash receipts shall be collected through Business Services.
- B. Funds received from the sale of meal tickets will be processed in accordance with the department's policy on Sale of Meal Tickets (DOC policy 40.2.4).

b. Depositing:

- A. Institution Business Services shall provide deposit slips to Central Accounting within five business days for recording.
- B. If approved in advance by the Financial Services Administrator, the deposit may be made at a designated bank.
- C. Each institution's Business Services or designated functional unit shall retain the carbon copy of the deposit slip with a copy of the Trust Deposit Reconciliation form (CD 1314D) for the unit's records. A copy of the deposit slip shall be

distributed to Central Trust with a copy of the corresponding trust reconciliation form and a copy of the appropriate source documentation, upon completion of the deposit.

2. Central Accounting Receipting

- a. Monthly, Central Accounting will post dual control assignments for mail pickup. These individuals will retrieve and open mail under dual control and record all cash and checks received on a cash receipts log.
- b. Upon receipt, checks and money orders shall be endorsed by Central Accounting "For Deposit Only" using an endorsement stamp.
- c. Funds intended for Central Accounting but received by other staff shall be forwarded to Central Accounting within one business day.
- d. The Cash Receipts Log and cash receipt items must be delivered to and secured at the Central Accounting - Cash Receipts desk, which will prepare deposits.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Julie Vaughn, Rules Coordinator

Approved: signature on file
Heidi Steward, Deputy Director