

STATE OF WEST VIRGINIA
OFFICE OF THE TREASURER

LARRIE BAILEY
TREASURER



ROOM E-147 STATE CAPITOL
CHARLESTON, WEST VIRGINIA 25305
304/348-2281

June 10, 1983

FILED IN THE OFFICE OF
A. JAMES MANCHIN
SECRETARY OF STATE
THIS DATE June 10, 1983
Administrative Law Division

Honorable A. James Manchin
Secretary of State
State Capitol
Charleston, West Virginia

Re: Notice of Public Hearings for Proposed
Amendments to Administrative Rules

Dear Mr. Manchin:

Enclosed herewith are three copies of (a) Proposed Amendments to Rules of the Board of Investments designated Chapter 12-6, Series I (1978-Amendments 1983; Sections 2.01, 3.01, 3.02, 3.03, 4.02, 5.01, and 6.03), (b) Proposed Amendments to Rules of the Board of Investments designated Chapter 12-1, Series III (1979-Amendments 1983; Sections 3(Deleted), 4.01, 4.02, and 4.03), and (c) an entirely new set of Rules of the State Treasurer's Office designated Chapter 12-2, Series VIII, for filing in accordance with the Administrative Procedures Act.

Also enclosed for filing is a notice of public hearings on the proposed amendments and new rules along with three copies of the rules with amendments incorporated therein and three copies of the new rules.

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WEST VIRGINIA STATE BOARD OF INVESTMENTS
AND STATE TREASURER'S OFFICE
June 10, 1983

Governor John D. Rockefeller IV, Chairman
Treasurer Larrie Bailey, Executive Secretary
Auditor Glen B. Gainer, Jr., Member

---NOTICE OF PUBLIC HEARINGS---

The West Virginia State Board of Investments, pursuant to section seven, article three, chapter twenty-nine-a of the Code of West Virginia, 1931, as amended, shall hold two consecutive public hearings beginning at 10 A.M. on July 19, 1983 at the Capitol Conference Center (Building 7, Rooms A and B). At the same place immediately thereafter, the State Treasurer shall hold a public hearing.

The purpose of the three public hearings is to hear data, objections, suggested amendments, views, evidence and arguments pertaining to (a) Proposed Amendments to Rules of the Board of Investments designated Chapter 12-6, Series I (1978-Amendments 1983; Sections 2.01, 3.01, 3.02, 3.03, 4.02, 5.01, and 6.03), (b) Proposed Amendments to Rules of the Board of Investments designated Chapter 12-1, Series III (1979-Amendments 1983; Sections 3(Deleted), 4.01, 4.02, and 4.03), and (c) an entirely new set of Rules of the State Treasurer's Office designated Chapter 12-2, Series VIII.

All interested persons may submit such data, objections, suggested amendments, views, evidence or arguments orally on that date or in writing at any time prior to the scheduled hearing. The issues to be heard shall be limited to the scope of the proposed amendments.

A handwritten signature in cursive script that reads "Larrie Bailey".

Larrie Bailey, Executive Secretary
West Virginia State Board of Investments
and West Virginia State Treasurer

FILED IN THE OFFICE OF
A. JAMES MANCHIN
SECRETARY OF STATE

THIS DATE June 10, 1983
Administrative Law Division

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
State Treasurer's Office

Chapter 12-1
Series VIII

Subject: Establishment of Imprest Funds

INDEX

References are to section numbers in West Virginia Administrative
Regulations 12-2, Series VII

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WEST VIRGINIA ADMINISTRATIVE REGULATIONS
State Treasurer's Office

Chapter 12-2
Series VIII

Subject: Establishment of Imprest Funds

Section 1. General.

1.01. Scope - These ^{legislative} rules implement the provisions of section two, article two, chapter twelve of the Code of West Virginia, 1931, as amended, wherein the State Treasurer is required to establish and audit imprest funds.

1.02. Authority - These rules are issued under the authority of the aforementioned Code section which requires the State Treasurer to promulgate rules and regulations prescribing the establishment and maintenance of imprest funds.

1.03. General Purpose - The purpose of these rules is to carry out the legislative intent, as stated in the aforementioned Code section, so that the State Treasurer may establish, control, and audit imprest funds.

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Section 2. Definitions

For purposes of these rules, unless a different meaning is clearly required by the context:

"Agency" means and includes any department, board, commission, division, branch office or other separate unit of a state agency, and any officer or employee thereof, who or which collects moneys due the State;

"Code" means the 1931 Code of West Virginia, as amended;

"Imprest fund" means a cash change fund in a fixed amount maintained at the agency. Such fund may also be used for the purpose of cashing checks for students at state colleges and universities in West Virginia.

"Treasurer" means the Treasurer of the State of West Virginia.

Section 3. Establishment of Imprest Funds

Any state agency requiring the establishment of an imprest fund shall make application to the state treasurer on the forms prescribed by him. Such forms shall indicate the name, purpose, desired balance of, and the person responsible for the imprest fund as well as the agency name. Upon being satisfied that the application is complete and that the need for the imprest fund is valid, the State Treasurer shall notify the agency of the approval for establishment of the imprest fund. By sending copies of the approval notice, he shall also notify the state auditor and legis-

lative auditor.

Section 4. Increasing or Decreasing the Balance

Whenever an agency determines that there is a need to increase or decrease the balance of an imprest fund, the agency shall make application to the state treasurer on the forms prescribed by him. Such forms shall indicate the agency name, name of the imprest fund, current authorized balance, requested balance to be authorized, the reasons therefore, and the amount of increase or decrease. By sending copies of the approved form, the treasurer shall notify the state auditor and legislative auditor.

Section 5. Change of Person Responsible for the Imprest Fund

Whenever an agency has a change in personnel responsible for an imprest fund, the agency shall notify the treasurer of the change on a form prescribed by him. Such form shall indicate the agency name, name of the imprest fund, the balance of the imprest fund on the date of the change in personnel, the signatures of the person being relieved of responsibility and the person assuming the responsibility, along with the dates said signatures were affixed. By copy of the approved form, the treasurer shall notify the legislative auditor.

Section 6. Audit and Recordkeeping

The Treasurer or his designee shall annually audit all imprest funds. He shall send a copy of such audits to the legislative auditor. The Treasurer or his designee shall prepare a list

of all imprest funds showing the location and amount as of fiscal year end, retaining such list as a permanent record of the Treasurer's Office until such time as the legislative auditor shall have completed an audit of the imprest funds of all agencies and institutions involved.