

**WEST VIRGINIA  
SECRETARY OF STATE  
NATALIE E. TENNANT  
ADMINISTRATIVE LAW DIVISION**

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OFFICE OF WEST VIRGINIA  
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Form #6

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Treasurer's Office TITLE NUMBER: 112

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 3

TITLE OF RULE BEING AMENDED: Establishment of Imprest Funds

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: \_\_\_\_\_

TITLE OF RULE BEING PROPOSED: \_\_\_\_\_

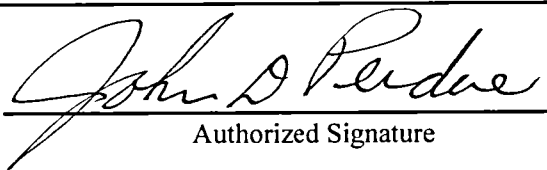
THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) H. B. 2639

SECTION §12-2-2, PASSED ON April 4, 2011

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE

FOLLOWING DATE: June 16, 2011

  
Authorized Signature

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OFFICE OF THE WEST VIRGINIA  
SECRETARY OF STATE

**TITLE 112  
LEGISLATIVE RULE  
STATE TREASURER'S OFFICE  
SERIES 3  
ESTABLISHMENT OF IMPREST FUNDS**

**§112-3-1. General.**

1.1 Scope. -- This legislative rule implements the provisions of W. Va. Code §12-2-2, which requires the West Virginia State Treasurer to establish and audit imprest funds. The purpose of this rule is to carry out the legislative intent so that the Treasurer may establish, control and audit imprest funds.

1.2. Authority. -- W. Va. Code §12-2-2.

1.3. Filing Date. - June 16, 2011.

1.4. Effective Date. - June 16, 2011.

**§112-3-2. Definitions.**

For purposes of this rule, unless a different meaning is clearly required by the context:

2.1. "Agency" means and includes any department, board, commission, division, branch office or other separate unit of state government, which includes state colleges and universities, and any of its officers or employees, who or which collects moneys due the state;

2.2. "Imprest Fund" means a cash change fund in a fixed amount maintained at an agency. The fund may be used for the purpose of providing automated teller machine (ATM) services at any agency or for cashing checks for students at state colleges and universities in West Virginia; and

2.3. "Treasurer" means the West Virginia State Treasurer or his or her designee from the Treasurer's office.

### **§112-3-3. Establishment of Imprest Funds.**

3.1. Any state agency that desires an imprest fund shall apply to the Treasurer for the establishment of the imprest fund. The application shall be made on forms prescribed by the Treasurer's office. The agency shall include on the forms the name of the state agency, the name and purpose of the imprest fund, the desired balance of the imprest fund, the physical location of the imprest fund and the name of the person responsible for the imprest fund. The Treasurer shall determine whether the application is complete and whether the need for the imprest fund is valid and notify the agency of his or her decision.

3.2. Any state college or university may apply to the Treasurer for the establishment of an imprest fund for the purpose of providing check-cashing services at that institution. If the Treasurer grants the request for an imprest fund, the state college or university may charge fees for the service for each check cashed and for each check returned for insufficient funds. Each institution shall designate certain employees to provide the service and have charge of the imprest fund. Any check determined by the Treasurer's Office to be uncollectible shall be charged against the check-cashing imprest fund.

3.3. Any agency may apply to the Treasurer for the establishment of an imprest fund for the purpose of providing automated teller machine (ATM) services at any state agency location. If the Treasurer grants the request for an imprest fund, the agency may charge fees for the ATM services. Each agency shall designate certain employees to provide the service and have charge of the imprest fund.

3.4. The agency shall deposit the fees received for check-cashing or automated teller machine (ATM) services into the imprest fund established by the agency for that service. The agency shall maintain an itemized account of the receipts generated from all fees. If the amount of cash in the imprest fund (after charges for uncollectible checks) exceeds the amount approved by the Treasurer at the conclusion of any audit, then the agency shall deposit the excess to the account from which the imprest fund was established.

3.5. If, at any time, an agency discovers a shortage in a check-cashing or ATM imprest fund that is attributed to human error, it may correct the shortage by charging the shortage

against fees received for the services. If the agency suspects or discovers a shortage in an imprest fund due to theft, the agency shall notify the Treasurer immediately.

**§112-3-4. 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 apply to the Treasurer for a change in the balance of the imprest fund. The agency shall apply for the change on the forms prescribed by the Treasurer's office. The agency shall state on the forms the agency name, the name and number of the imprest fund, the current authorized balance, the requested balance to be authorized, the reasons for the increase or decrease, and the amount of increase or decrease.

**§112-3-5. 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 the Treasurer's office. The agency shall include on the form the agency's name and physical location, the name and number 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 for the imprest fund and the dates the signatures were affixed. The agency shall conduct an audit of the imprest fund on the first day that responsibility for the imprest fund is transferred to another employee. The agency shall submit a copy of the audit to the Treasurer along with the notification of change form. In the event the agency discovers a discrepancy in the fund due to suspected theft, the agency shall notify the Treasurer's office immediately. The Treasurer's office shall notify the Legislative Auditor of the theft and assist in any subsequent investigation or audit.

**§112-3-6. Audit and Recordkeeping.**

6.1. The Treasurer or his or her designee shall audit all imprest funds annually. If the audit reveals an overage in an imprest fund, the agency shall deposit the overage to the account from which the fund was established. If the audit reveals a shortage in an imprest fund due to human error, the shortage may be corrected by replenishing the imprest fund with monies transferred from the account from which the impressed fund was

established in an amount sufficient to maintain the approved balance. The Treasurer may decrease the approved amount of an imprest fund at any time. The Treasurer shall forward a copy of each annual audit to the Legislative Auditor. In the event the Treasurer's office determines that any shortage in the imprest fund is due to suspected theft, the Treasurer's office shall notify the Legislative Auditor of the theft and assist in any subsequent investigation or audit.

6.2 The Treasurer, or his or her designee, shall prepare a list of all approved imprest funds. The list shall state the names of the funds, and the location and the amount of each imprest fund as of the end of each fiscal year. The Treasurer shall retain the list of imprest funds as a permanent record of the Treasurer's office until the Legislative Auditor completes an audit of the imprest funds of all state agencies.