

STATE OF WEST VIRGINIA
OFFICE OF THE TREASURER

LARRIE BAILEY
TREASURER



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

January 3, 1984

Honorable A. James Manchin
Secretary of State
State Capitol
Charleston, West Virginia 25305

Dear Mr. Manchin:

On June 10, 1983, a Notice of Public Hearings with published amendments to existing Administrative Rules was filed with your office. A public hearing was held on July 19, 1983. The only change resulted from suggestions by the Legislative Auditor which are incorporated in the attached three copies of Rules of the State Treasurer's Office designated Chapter 12-2, Series VIII. These rules, as well as the other two series amendments, have been forwarded to the Legislative Rule Making Committee for action.

It is our understanding that, following action by the committee, a final clean set of amendments and the new Series VIII will be filed in the state register.

Sincerely,

Larrie Bailey
Larrie Bailey
State Treasurer

FILED IN THE OFFICE OF
A. JAMES MANCHIN
SECRETARY OF STATE
THIS DATE Jan. 4, 1984
Administrative Law Divis..

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
State Treasurer's Office

Chapter 12-2
Series ~~VIII~~ 3

Subject: Establishment of Imprest Funds

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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.

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 legislative auditor.

Any college or university with the approval of the treasurer may provide a check-cashing service at that institution and may charge fees for such service for each check cashed and for each check returned for insufficient funds. That institution shall designate certain employees who are to provide the service and have charge of such funds.

The fees received for such service shall be maintained separate from the cash fund and an itemized account of such receipts shall be maintained. Any check determined by the treasurer or his designee to be uncollectible shall be charged against the fund. If the amount of cash fund (after charges for uncollectible checks) exceeds established amount at the conclusion of any audit, the institution shall deposit such excess to the account from which the fund was established.

Any shortages due to human error may be corrected by charging them against the fees received for such service.

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. Any overage shall be deposited to the account from which the fund was established. Any shortages due to human error may be corrected by replenishing the fund through the procedures from section 4 to increase the fund to the correct amount. 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.

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
State Treasurer's Office

Chapter 12-2
Series VIII

Subject: Establishment of Imprest Funds

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