

Cash/Treasury Issues

General Reminders

- State Treasury as depository for all state money (MCA 17-6-105)
- Deposits must remain intact
 - Change not to be received back
 - Cash not used to replenish NTCAs
- Alterations
 - Do not modify checks in anyway

Non-Treasury Cash Accounts (NTCA)

- Custodial Cash Account (1106)
 - Used to record money held in trust
- Cash Change Account (1101)
 - Used for cashiering operations
- Imprest Cash Account (1102)
 - Used for relatively small cash purchases
- Revolving Cash Account (1103)
 - Used for local checking accts for state purchases

NTCA General Reminders

- Complete Form DA-105
- Need approval from DOA prior to creation/increase
- Signature card requirements
 - Review on regular basis
- Ensure proper internal controls are in place
 - Security
 - Reconcile on regular basis

NTCA General Reminders (cont.)

- Analyze your business needs
 - Do you still need the account?
 - Can you use a Pro Card instead?
 - Can the amount be reduced?
 - Banking practices have significantly changed
 - Speed of alternative payments
- Maintain physical security of money

Cash Account 1107

- Represents:
 - Cash that is on hand as of June 30th, and
 - Is not deposited into state treasury with a June 30th deposit date
- Must not include cash received on or after July 1st
- To be used only during FYE
- Should be zero by July 31st

1107 – FY12 Entries

- General Ledger Entry
- Actuals Ledger
- Entry Details
 - Accounting Date: 6/30/12
 - Debit 1107 – Cash on hand at FYE
 - Credit Revenue with FY12 program year
 - Credit could also be balance sheet account, such as 2504 – Property Held in Trust

1107 – FY12 Entries (cont.)

- 1107 Clean-up: Two Options
 - Accounting date is always day of bank deposit (FY13: 7/xx/2012)
 - 1. Reverse previous entry and enter AR deposits as usual, OR
 - 2. Make an AR Deposit slightly different from usual practice:
 - Credit 1107 – Cash on hand at FYE

1104 at FYE

- First use 1104
- If insufficient 1104:
 - Distributions/transfers to another agency/fund:
 - Make the entry with 1104, then request an inter-entity (IE) loan to make 1104 positive
 - Payments for goods/services to another agency:
 - Preferred method is to use 1104, then request an IE loan if needed
 - May use 1306/2106B

STIP

- **Must estimate FYE cash needs and sell STIP before requesting an inter-entity loan**
- STIP deadline is 2 p.m. on June 28th
 - See BOI memo for further information

Paying other State Agencies

- Do not use warrants or electronic payments
- Must Use IU or SWI journal source
 - Exception: Payments dealing with unemployment insurance (UI)
- Per MOM 325 section IV (4th paragraph)

Payments to Local Governments

- Pursuant to MCA 17-8-311:
 - (2)(a) All payments made by a state agency or the state treasurer to any city, town, county or local government entity must be payable to the finance officer of the appropriate city, town, or county
 - (1)(a) “Finance Officer” means the county treasurer, city treasurer, town clerk, or the equivalent provided for in MCA 7-3

Deposits: AR Entries

- Should be entered and approved in SABHRS the same day the bank deposit is made
 - Must be entered in SABHRS within 5 days of the bank deposit
- Each AR deposit in SABHRS must correspond to only one intact bank deposit

Timely Bank Deposits

- MCA 17-6-105(6) thru (8)
- Frequency:
 - At least weekly
 - Daily deposits are required if:
 - Accumulated cash/coin > \$200, OR
 - Total collections > \$750
- A modified deposit schedule can be requested
 - Deposits must continue to be made regardless of system outages or staff availability

Deposit Delivery

- Deposit tickets with cash/coin or checks must be hand-delivered directly to Treasury
- Other forms can be emailed, faxed or hand-delivered to Treasury
- EDI machines now being used

Deposit Ticket Requirements

- Title “Treasury Deposit Ticket”
- Name of the agency making the deposit
- Five character business unit
- Bank code the AR journal is entered under
- Date of the deposit
- Total of cash and coin
- Total amount of checks (even if only one check)
- Total amount of the deposit

Deposit Ticket Reminders

- Itemize total cash and coin
- Include tape of previously endorsed checks including:
 - Subtotal
 - Total cash
 - Grand total
 - Date
- Indicate business unit and AR document number in the total area of the tape

Corrections of Deposits

- For bank code 028 or an outside bank (within the Treasury System):
 - All deposit corrections will be done by Treasury
 - Treasury will notify agency of any corrections
 - Agencies must record SABHRS AR entry exactly as reported to Treasury or to the bank

Large Dollar Items

- Must notify Treasury (by 3:00 pm) one business day prior to:
 - AR Transaction > \$100,000
 - Incoming/outgoing EFT
 - AP Transaction > \$10,000,000
 - Outgoing ACH/Warrant
- Treasury will notify BOI