

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; text-align: center;">117.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u></p> <p>Administration and Management</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u></p> <p>WV Code Chapter §§ 49-5-16a, 49-5E-1 et seq., 12-2-3; WV Purchasing Procedures and WV Payment Processing Guidelines; ACA 3-JTS-1B-07 thru 1B-10; ACA 3-JDF-1B-08 thru 1B-11; ACA 3-JCRF-1B-06, 1B-08.</p>	
<p><u>SUBJECT:</u> Accounting Procedures and Cash Management</p>		
<p><u>DATE:</u> April 1, 2011</p>		

POLICY

It is the policy of the Division of Juvenile Services to ensure that financial procedures are structured to indicate the current status of receipts and expenditures on a continual basis.

CANCELLATION

This policy has been reviewed and supersedes Policy 117.00 dated October 1, 2007.

APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' facilities and /or office.

PROCEDURES

1. All accounting procedures will be established utilizing Generally Accepted Accounting Principles (GAAP).
2. Regulations and procedures prescribed by the state, such as the West Virginia Purchasing Procedures and Payment Processing Guidelines, are recognized and adhered to. In addition, the following are also recognized and adhered to:
 - a. requirement for strict recording and receipting of cash funds,
 - b. provision for an officially designated and secure location of funds collected,
 - c. provision for the disbursement of funds for approved goods or services, and
 - d. methods used for collection, safeguarding and disbursement of funds.
3. Depository accounts for the purpose of depositing staff meal fees or reimbursements for damages or other expenses by residents/staff must be processed through the Assistant

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Director of Budget and Finance or designee. Only those procedures established by the West Virginia State Treasurer's Office and in accordance with West Virginia Code § 12-2-3 will be utilized in the opening and closing of any outside bank account for this purpose.

4. Contact should be made with the Assistant Director of Budget and Finance or designee to determine the correct process for handling other miscellaneous income.
5. Reports of all monies collected or disbursed are distributed to the Division's Assistant Director of Budget and Finance and other designated authorities.
6. Cash receipts shall be entered in the cash receipts log by the Facility Superintendent/Director or designees. A separate staff member will review and verify the accuracy of the records and maintenance of funds. All deposits shall be made in a local bank on a daily basis.
7. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

Dele Humphreys

Director

April 1, 2011

Date