POLICY

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE  PAGE NUMBER  NUMBER
10/13/14        1 of 4       DOC 200.330

TITLE
GENERAL FINANCIAL STANDARDS

REVIEW/REVISION HISTORY:

Effective: 12/31/96
Revised: 2/23/01
Revised: 6/22/07
Reviewed: 9/12/08
Revised: 6/29/09
Revised: 9/12/11
Revised: 10/13/14

SUMMARY OF REVISION/REVIEW:

Updated system references throughout
I.A. - Added that job aids and standardized process documents are available on DOCShare
I.E.1. - Added clarifying language
V.B. - Removed frequency of external audits

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

9/2/14
Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 43.88.160; ACA 4-4027; ACA 4-4032; ACA 4-4033; ACA 4-4034; ACA 4-4041; ACA 7D-17; ACA 7D-21; ACA 7D-28; State Administrative and Accounting Manual (SAAM); HRMS User Procedures

POLICY:

I. The Department will comply with the State Administrative and Accounting Manual (SAAM) established by the Washington State Office of Financial Management (OFM). The SAAM outlines the minimum standards for governing the business affairs of the Department. In the event that the SAAM does not provide guidance, the Department will comply with applicable WACs and RCWs.

II. Using the SAAM, and Administrative Operations standard processes, Business Services will provide guidance to employees on internal controls, disbursement processing, use of vouchers, petty cash, bonding, signature control on checks, offender funds, employee expense reimbursement, and payroll. [4-4027] [7D-17]

III. The Department uses the Agency Financial Reporting System (AFRS) as its official system for financial reporting of all treasury funds and the Accounting for Local Funds (ALF) system for financial reporting of local account activity.

IV. Through the use of the standard batch type and numbering system, the Department ensures consistency in financial transaction numbering and reporting within AFRS.

DIRECTIVE:

I. Manuals and Processes

A. Employees will use the SAAM version posted on the OFM website. Job aids and standardized process documents are available on DOCShare.

B. Employees will follow procedures, guidelines, and internal controls to use AFRS and ALF, and will use the statewide vendor number system to facilitate reporting for the Internal Revenue Service and the Washington State Office of Minority and Women’s Business Enterprises.

C. Employees will use any instructions and/or forms published by the Trust Accounting Manager in conjunction with the SAAM in operating the Trust Accounting System (TAS) system and accounting for local fund activity.

D. Employees will follow payroll standard processes and Human Resources Management System (HRMS) User Procedures published by the Department Payroll Officer in conjunction with the SAAM in processing employee payroll.
E. Employees will follow standard processes regarding Human Resources, Payroll, and Roster Management published by Administrative Services in the personnel and payroll functions in HRMS and in scheduling employees in the Automated Time and Labor Advance Scheduling (ATLAS) Roster Management System.

1. Health Services will schedule nursing employees using internal staffing management procedures and processes.

II. AFRS Financial Reports

A. Using Department of Enterprise Services Enterprise Reporting, financial reports are available showing all monies collected, appropriated, allotted, accrued, and disbursed in any format of the Department’s budget resources. [4-4032] [4-4034]

III. Cash Processing Requirements

A. All monies collected will be placed in an officially designated and secure location daily. [4-4033] [7D-21]

B. Monies will only be accepted, receipted, or collected at Prisons, Work Releases, Department Headquarters, and Correctional Industries Headquarters.

C. Employees will ensure appropriate collections, safeguarding, and disbursement of any monies collected from offenders are consistent with law, policies, and directives. Employees will be trained in the processes, and internal controls will be reviewed annually.

D. All monies collected must be deposited intact within 24 hours of receipt unless it meets the waiver granted by the Office of State Treasurer or the OFM. Waivers are granted for periods of no more than 2 years.

IV. Bonding [4-4027] [4-4041] [7D-17] [7D-28]

A. Employees are bonded by the Public Employees Blanket Bond as documented in the Summary of Insurance. This bond covers employees of all branches of state government, excluding the University of Washington, and is renewed annually.

V. Audit of Fiscal Activities

A. [4-4027] Internal review of warrant records will be performed throughout the year. Periodic review of payroll activity is performed by Local Business Advisors.

B. The State Auditor’s Office performs an external audit of the Department.

C. The Department’s Internal Audit Office may review financial records for accuracy.
DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None