

Cash Receipts Survey



West Virginia Spending Units



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July 2, 2012

Dear Financial Officer,

The Cash Management Division of the West Virginia State Treasurer's Office (WVSTO) is conducting a Cash Receipts Survey. This survey will examine the process by which Spending Units implement the safeguards listed in the Cash Receipts Handbook. The results will provide the WVSTO with information that will be used to help accommodate a more secure financial environment for Spending Units. The survey consists of two main objectives:

- to provide the WVSTO with feedback which will be used to help Spending Units become better equipped to comply with the procedures listed in the Cash Receipts Handbook;
- to assess the Spending Units current level of compliance with the Cash Receipts Handbook.

Although this survey will take some time to complete, each question is important. We greatly appreciate the time you invest in completing this survey, as your input is valuable to us. This survey is also available on our website at www.wvtreasury.com.

Should you have any questions, please feel free to contact the Cash Management Division at (304) 558-3599. You may also contact our Cash Receipts Accountant, Drew Hendricks, directly at (304) 340-2709 or via email at drew.hendricks@wvsto.com. Thank you for your willingness to assist the WVSTO in this important survey. We value your participation.

Sincerely,

A handwritten signature in cursive script that reads "Misty L. Price".

Misty L. Price
Deputy Treasurer of Cash Management

WEST VIRGINIA STATE TREASURER'S OFFICE
JOHN D. PERDUE, STATE TREASURER



FY2013 Cash Receipts Survey
For
West Virginia Spending Units

NAME OF SPENDING UNIT _____
FY2013 ESTIMATED CASH RECEIPTS _____
CONTACT PERSON _____
TELEPHONE NUMBER _____
EMAIL ADDRESS _____

Prior to beginning the survey, please take a few moments to familiarize yourself with the following terms that will be used throughout the survey.

- **Spending Unit**: a department, agency or institution of state government for which an appropriation is requested, or to which an appropriation is made by the Legislature. For purposes of this survey, a "Spending Unit" includes all state collection sites.
- **Cash**: money or its equivalent in the form of coins, currency, money orders and checks.
- **Reconciliation**: a process used to compare two or more records to ensure the figures are in agreement and are accurate at a particular point in time.
- **Outside Bank Account**: an account operated by a Spending Unit outside of the State Treasury.
- **Imprest Fund**: a cash change fund in a fixed amount approved by the WVSTO and maintained by a Spending Unit for specific uses.
- **State Depository**: a state or national bank or a state or federal savings and loan association that meets certain criteria established by West Virginia law and posts any required collateral.

- **Lockbox:** a service by which the WVSTO receives payments by regular mail delivered to a post office box, retrieves the mail daily, processes the checks and remittance forms inside each envelope, prepares a WVFIMS deposit, deposits the checks and notifies the Spending Unit of the information on the remittance forms and the checks deposited.

Directions: Please respond to the following statements to the best of your knowledge. If you would like to explain and/or elaborate on a response, please do so in the "Comments" area provided at the end of each section.

Part I – General Cash Handling and Safeguards

1) Does the Spending Unit collect Cash? Yes ___ No ___

*If Yes, please proceed to remaining questions. If No, please skip to **Part VI**.*

2) Does the Spending Unit have W.Va. Code authority to collect revenues? Yes ___ No ___

a) If so, please state the code section(s): _____

For the following statements, please check the appropriate box that corresponds most closely to your desired response.

3) The Spending Unit has procedures for processing cash receipts that include proper receiving, handling and safeguarding of Cash.

— — — —
 Strongly Disagree Disagree Neutral Agree Strongly Agree

a) These procedures are clear as to which staff members have access and the ability to perform each required task in the entire process and are part of their job description.

— — — —
 Strongly Disagree Disagree Neutral Agree Strongly Agree

4) Annual cash receipts training is provided to all applicable staff to ensure procedures are kept current with the Spending Unit's goals and objectives.

— — — —
 Strongly Disagree Disagree Neutral Agree Strongly Agree

a) Are logs maintained on those who attend cash receipts training? Yes ___ No ___

5) How is Cash safeguarded when held at the Spending Unit?

Vault Safe Fireproof Locked Cash Drawer Other _____
(Please specify)

6) How many people have access to the Cash at the Spending Unit? (i.e. know the combination, have a key, etc.) _____

a) Is there a listing of all those who have access to the Cash? Yes____ No____

7) How much time elapses before received Cash is deposited at the WVSTO or WVSTO approved bank?

24 Hours or Less 2 to 3 Days 4 to 6 Days 1 Week or Longer

8) Please indicate how daily deposits are transferred from the Spending Unit by checking all boxes that apply.

Armored Courier Service Smart Safe Remote Deposit Capture

Individual(s) using sealed lock bag Other _____
(Please specify)

a) If individual(s) physically transfer deposits, how many individuals are involved in this process? _____

i) Are staggered deposit times used? Yes____ No ____

ii) Are different routes used? Yes____ No____

Comments:

Part II – Segregation of Duties and Internal Controls

1) Does the Spending Unit have an established screening process which is performed on all staff members who handle Cash? Yes____ No ____

a) If Yes, please indicate the screening process(es) used by checking all boxes that apply.

Criminal Background Check Drug Test Credit Check None

Other _____
(Please specify)

2) Please list the names of staff members who are responsible for any of the following Cash handling responsibilities: collecting, depositing, disbursement, and/or reconciling. Also, please check the appropriate box(es) which correspond to the given cash handling function. Check all functions that apply to each staff member for the Cash handling components. (Please use back of form if response exceeds space given)

Name	Collecting	Depositing	Disbursement	Reconciling	Other (Please List)
e.g. John Doe	X	X			

a. Are there any other controls in place which diminish threats/risks as they relate to the segregation of duties? Yes ___ No ___

If Yes, please describe:

3) How many staff members sign off when deposits are prepared? None One Two or more

4) Are two employees present to count the Cash received? Yes ___ No ___

5) Is mail opened and logged by two staff members including the amount of Cash or checks received?

Yes ___ No ___

6) Are cash receipts entered and verified by two staff members when input into the Spending Unit's accounting system? Yes ___ No ___

Comments:

Part III – General Requirements

- 1) Are checks received immediately endorsed with a restrictive stamp “For Deposit Only”? Yes___ No___
- 2) Is a calculator tape totaling the items provided and retained with each deposit? Yes___ No___
- 3) Does the Spending Unit have outside bank accounts that have been approved by the WVSTO? Yes___ No___
 - a. Are outside bank accounts maintained separately from State funds? Yes___ No___

For the following statements, please check the appropriate box which corresponds most closely to your desired response

- 4) The Spending Unit has internal controls in place that prevent the comingling of state and personal funds.

— — — —

Strongly Disagree Disagree Neutral Agree Strongly Agree

- a. Cash is secure at all times.

— — — —

Strongly Disagree Disagree Neutral Agree Strongly Agree

- b. Only authorized staff has access to Cash.

— — — —

Strongly Disagree Disagree Neutral Agree Strongly Agree

- c. There are periodic reviews of Cash held.

— — — —

Strongly Disagree Disagree Neutral Agree Strongly Agree

5) Does the Spending Unit review checks received for completeness? Yes___ No___

a. If Yes, please indicate how staff member(s) review checks by checking all boxes that apply.

Written amount matches numerical amount Check is signed

Payee field is completed Check is not stale and/or postdated

Other _____
(Please specify)

Comments:

Part IV – Cash Collection and Reconciliation

1) Are pre-numbered cash receipts prepared in duplicate with all required information as described in Section 5.2 of the Cash Receipts Handbook? Yes___ No___

2) Please describe the process if an error is made while preparing a receipt: _____

3) Are daily itemized records of collections prepared and received with all applicable information?
Yes ___ No___

4) Is the reconciliation performed by someone other than those making cash deposits to the bank?
Yes___ No___

5) Are reconciliations prepared, signed and dated by a separate preparer and reviewer in a timely manner by someone independent of cash receipting process and retained in accordance with retention policies?
Yes___ No___

Comments:

Part V – Imprest Funds

1) Does the Spending Unit have one or more Imprest Funds? Yes ___ No ___

*If Yes, please proceed to remaining questions. If No, please skip to **Part VI**.*

2) Are there established Imprest Fund procedures for the Spending Unit? Yes ___ No ___

a. Do procedures over Imprest Funds limit the usage of these funds? Yes ___ No ___

3) Where are Imprest Funds maintained/stored/located?

Locked Cash Drawer Safe/Vault Locked Bag Other _____
(Please specify)

4) Is the individual responsible for the Imprest Fund also responsible for agency's bookkeeping/accounting?

Yes ___ No ___

5) Are there periodic surprise audits of Imprest Funds? Yes ___ No ___

6) Is backup staff assigned, if the regular staff is on annual, sick or other types of leave? Yes ___ No ___

a. If backup staff performs the duties, is Cash counted prior to the transfer of responsibilities by two staff members? Yes ___ No ___

7) Is the transfer of responsibilities documented, including verification of funds and receipts on hand, signed and dated by all staff responsible? Yes ___ No ___

8) If staff terminates or transfers their Imprest Fund responsibilities, is the WVSTO notified? Yes ___

No ___

- 9) Does the Spending Unit perform and document an audit of Imprest Funds prior to their transfer of responsibilities from one staff to another? Yes ___ No ___
- 10) If the Spending Unit discovers a discrepancy in the Imprest Fund due to suspected theft, is the Treasurer's Office immediately notified in accordance with Legislative Rule §112-3-5? Yes ___ No ___
- 11) Is annual Imprest Funds training provided to all applicable staff to ensure procedures are kept current with Spending Unit's goals and objectives? Yes ___ No ___

Comments:

Part VI – Comments/Suggestions

In the space below, please provide the WVSTO with any suggestions regarding areas that were not covered or additional matters in the Cash Receipts Handbook, but you would like to see incorporated in future revisions.

Spending Unit Signature and Title

Date

Spending Unit Name (Printed)

Please return the completed survey to:
West Virginia State Treasurer's Office
Attention: Drew Hendricks
1 Players Club Drive Lobby Floor
Charleston, West Virginia 25311



State Treasurer John D. Perdue