

SECTION 250: COLLECTION AND DEPOSITING PROCEDURES

1. General Description. This section describes the collection and depositing procedures for monies received by departments and agencies and deposited into the State Treasury, Department of Budget and Finance.
2. Responsibility. Departments and agencies are responsible for the maintenance of an adequate system of internal control for the handling of cash and to see that the system continues to function effectively as designed (Section 40-2, HRS). The types of control procedures and methods of collection established by departments and agencies will necessarily differ between organizations due to differences in the areas receiving cash and the materiality of the monies received. The following, however, are some basic factors that should be considered for any internal control system:
 - (a) Employees handling cash should not have access to the accounting records.
 - (b) Pre-numbered cash receipt books should be used.
 - (c) Cash receipts should be promptly deposited.
 - (d) Cash on hand should be safeguarded against theft.
3. Recordkeeping. In addition to the requirements for the preparation of the TREASURY DEPOSIT RECEIPT, a cash receipt book must be maintained by each unit within a department or agency that receives cash. The STATE ACCOUNTING FORM B-24 is designed for this purpose; however, other similar type receipt books may be used with the approval of the Comptroller as provided in SECTION 40-6, HAWAII REVISED STATUTES (HRS).
4. Deposits in State Treasury. SECTION 40-40, HRS, describes the depositing procedures for cash receipts. The significant points mentioned in this section are:
 - (a) All monies paid into the State Treasury must be accompanied by a properly completed TREASURY DEPOSIT RECEIPT.
 - (b) No receipt will be considered valid against the State unless countersigned by the Director of Finance or an authorized employee.
5. Fiscal Year End Deposits. The accounting cut-off for receipts transactions at the end of a fiscal year is according to the following procedures:
 - (a) Deposit with the Department of Budget and Finance all collections applicable to intra-state expenditures (that is, transactions wholly within the government of the State of Hawaii) in the completed fiscal year ended June 30, 19xx by the 15th day of the following month.

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting
Part 200: Receipts

Page 250.02

SECTION 250: COLLECTION AND DEPOSITING PROCEDURES

- (b) The TREASURY DEPOSIT RECEIPT, SAFORM B-13 must reflect both the actual date of deposit and the "as of June 30, 19xx" date.
6. Quarter End Deposits. Except for the final quarter of a fiscal year (depositing procedures for which are covered in the foregoing paragraph 5 on "Fiscal Year End Deposits"), there is no "as of period" following a quarter; the accounting cut-off for receipts transactions at the end of the quarter is at the close of business on the last working day of the quarter.