

Change Page

Section 2.11 -- Fund Control

REVISION DATE	CHANGE NUMBER	CHANGE
3/23/2011	1	Click here for red letter edition
12/29/1999	1	POLICY NAME: Change "Change Fund Control -- 2.11" with "Fund Control -- 2.11"
	2	POLICY: Change "must appoint a change Fund Custodian" to "must appoint a Change Fund Custodian"
	3	PURPOSE: Change "To insure internal control of change or cash funds." to "To insure control of funds."
	4	PROCEDURE: #5 Change "final cash drawer is run. See Policy 2.9 for final cash drawer procedures." to "production cash drawer is run, with any differences noted on the CD, dated and signed, and reported to the Regional Office. Significant shortages are then reported to the Office of Audit and Investigations. See Policy 2.9 for final cash drawer procedures."
	5	PROCEDURE: #6 Renumber to #7
	6	PROCEDURE: #7 Renumber to #13
	7	PROCEDURE: #8 Renumber to #14
	8	PROCEDURE: Add #6 "The money deposited will match the CD in that the cash received equals cash deposited and checks received equals checks deposited."
	9	PROCEDURE: Add #8 "All payments received through the mail will be logged on a Check Log and restrictively endorsed by stamping "For Deposit Only to the Treasurer State of Tennessee" immediately upon receipt by designee as outlined in segregation of duties plan."
	10	PROCEDURE: Add #9 "All checks received at the front counter shall be written for the exact amount owed or a portion thereof to the Treasurer State of Tennessee and stamped as outlined in #8 above."
	11	PROCEDURE: Add #10 "Check returned for insufficient funds will be handled according to procedures outlined by the Division of Fiscal Services of the Department of Health."
	12	PROCEDURE: Add #11 "Voids, refunds, debit or credit memos and payment corrections require an explanation and superior approval, with signature and date as documentation. This will be kept for audit purposes."

13	PROCEDURE: Add #12 "Employees having access to cash funds are identified."
14	PROCEDURE: Add #15 "Any shortage in the change fund resulting from a theft or a series of thefts will be reported immediately to the Regional Accountant who will immediately notify the Office of Audit and Investigations. A Lost or Stolen Property Report, PH-1766 , will be filed, along with a copy of the Police Report, to the Office of Audit and Investigations who will forward the report to Division of Fiscal Services of the Department of Health for replenishment of the change fund."
15	NECESSARY FORMS: Add "Check Log".
16	NECESSARY FORMS: Add "Lost or Stolen Property Report, PH-1766".