



1800-1 Cash Management

Supersedes:	TANF 1800-1 (07/01/05)
References:	Montana Operations Manual (MOMS) Volume II, Section 2-1200; SB 413 2007 Legislative Session
Overview:	<p>GENERAL RULE--This policy is enacted to establish and maintain a system of internal controls over collections and deposits. This system will provide a reasonable assurance that procedures for the collection of monies and the deposits are performed properly in the county offices, Fiscal Bureau, TPL Unit, and CSED.</p> <p>If the participant is present, make sure all the information is entered and they have signed and dated the Payment Receipt Form before they leave.</p>
FISCAL BUREAU, TPL UNIT OR CSED	<ol style="list-style-type: none">1. Once the Fiscal Bureau, TPL Unit, or CSED receives the checks or currency, the amounts on the adding machine tape or Excel spreadsheet should be verified with the Payment Receipt Forms.2. The box checked on the form will correlate to a speed chart number.3. Fiscal Bureau, TPL Unit, or CSED employee will enter the date the payment is received, speed chart number if applicable, date the yellow copy is mailed to the OPA, Fiscal, TPL Unit, or for CSED, the CSED employee's signature and date. By entering this information, the Fiscal Bureau, TPL Unit, or CSED is confirming that they have received the currency and/or checks attached to the Payment Receipt Form. <p>The Fiscal Bureau, TPL Unit, or CSED employee who receives the payment will detach and mail the second copy (yellow) of the form back to the originating county as a receipt of the currency and/or checks.</p> <p>Fiscal Bureau, TPL Unit, and CSED will then follow their normal deposit procedures. In conjunction, TPL will verify the amount paid to the amount owed.</p>
RETENTION	The log and the office copies of the forms will be kept on file for three (3) Federal fiscal years (Oct 1 through Sept 30). The county office will be responsible to make sure the deposit receipt date is entered on the log for each payment sent to the TPL Unit, Fiscal Bureau or CSED.
Date Revised	January 1, 2008