

 <p>CD-023600</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i></p> <p>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	<p>ISSUE DATE: 02/12/93</p> <p>EFFECTIVE DATE: 02/12/93</p>	<p>REVIEW/REVISED: 02/18/15</p>
	<p>TITLE: Cash Handling</p>	

AUTHORITY:

Policy *CD-010100*

REFERENCE:

- A. ACA Standards 2-CO-1B-05 and 2-CO-1B-06, *Standards for the Administration of Correctional Agencies*, 2nd Edition.
- B. ACA Standards 4-4027, 4-4031 through 4-4035, *Standards for Adult Corrections Institutions*, 4th Edition.
- C. ACA Standard 1-CTA-1B-05, *Standards for Correctional Training Academies*, 1st Edition.
- D. ACA Standard 4-APPFS-3D-22, *Standards for Adult Probation and Parole Field Services*, 4th Edition.
- E. Department of Finance and Administration (DFA) Manual of Model Accounting Practices, FIN2 – Cash Management Function.
- F. NMSA 1978, Sections 6-10-3, 6-10-54 and 33-8-16, as amended.

PURPOSE:

Establish procedures and guidelines for the management of all cash handling processes, including meal ticket sales, inmate release monies, confiscated monies, hobby shop crafts, art sales, employee reimbursements, rental revenues, petty cash, imprest accounts, change funds, and miscellaneous cash receipts.

APPLICABILITY:

All employees responsible for handling monies received from sales or other Department businesses.

FORMS:

Release Money form (*CD-023602.1*)

ATTACHMENT:

None

DEFINITIONS:

- A. Art Sales: Artwork by inmates displayed for sales to staff and the public.
- B. Change Fund: An amount of cash specifically set aside for the sole purpose of making change for only those purposes allowed by the policy.
- C. Confiscated Monies: Currency, coinage or financial instruments such as checks, money orders, etc. found in the possession of inmates and confiscated.
- D. Employee Reimbursements: Money received from staff for payment of lost or damaged state property for which the employee was responsible, or for the use of state property such as personal telephone calls and jury fee reimbursement.
- E. Hobby Shop Crafts: Items made by inmates through the Hobby Shop for sales to staff and the public.
- F. Meal Ticket Sales: Cafeteria meal tickets sold to employees and visitors by the facility Business Office to be deposited with the State Treasurer and credited to revenues.
- G. Miscellaneous Receipts: Monies received from all sources that are not classified under specific revenue sources.
- H. Petty Cash: A sum of money set aside on an imprest basis for the purpose of paying small obligations for which the issuance of a formal voucher and warrant would be too expensive and time-consuming. Accounts are sometimes referred to as petty cash "funds." However, they should be reported as assets of the fund of ownership. The total of cash plus substantiating vouchers and un-reimbursed receipts must at all times equal the total fixed amount of money authorized for the imprest account balance.
- I. Release Money: Monies given to an inmate upon release from prison in accordance to Policy *CD-100700*.
- J. Remote Depositing System (RDS): A system used to electronically deposit monies with the State's fiscal agent bank.

- K. SHARE: The Statewide Human Resources, Accounting, and Management Reporting System where deposits are posted.
- L. Rental Revenues: Monies received from staff or the public for payment for the use of State property.

POLICY:

- A. The Corrections Department will establish and maintain proper internal procedures for all cash handling processes, in accordance with State statutes, DFA rules and regulations, and generally accepted accounting principles. All monies collected within agency shall be placed in an officially designated and secure location daily. Fiscal activities may include, but are not limited to: [2-CO-1B-05] [2-CO-1B-06] [4-4027] [4-4033] [1-CTA-1B-05] [4-APPFS-3D-22]
- Internal controls;
 - Petty cash;
 - Indemnification;
 - Bonding;
 - Signature control on checks;
 - Offender accounts;
 - Use of vouchers; and
 - Employee expense reimbursement.
- B. Procedures for collecting, safeguarding, and disbursing of monies comply with the accounting procedures established by the governing jurisdiction. [4-4031]
- C. The institution's accounting system shall be designed to show the current status of appropriations and expenditures. [4-4032]
- D. Reports of all monies collected and disbursed shall be distributed to the parent agency and other designated authorities. [4-4034]
- E. There shall be ongoing monitoring of the institution's fiscal activities. The results shall be reported in writing at least quarterly and shall be forwarded to the parent agency. [4-4035]



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

02/18/15
Date

 <p>CD-023601</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	<p>ISSUE DATE: 02/12/93</p> <p>EFFECTIVE DATE: 02/12/93</p>	<p>REVIEW/REVISED: 02/18/15</p>
	<p>TITLE: Cash Handling of Meal Ticket Sales</p>	

AUTHORITY:

Policy *CD-023600*

PROCEDURES:

- A. The Business Manager or designee is responsible for ensuring that an individual handles not more than one of the following duties:
 - Receipting funds,
 - Posting funds,
 - Depositing funds, and/or
 - Controlling meal ticket stocks.

- B. The Business Manager of each facility is responsible for ensuring that cash handling procedures are being followed by all individuals responsible for any portion of the meal ticket sales process.

- C. Meal tickets will be printed by an outside, independent source, using a sequential, numerical system.

- D. A mechanism for recording and reporting daily meal ticket sales will be maintained.

- E. The Business Manager or designee will be responsible for periodically reconciling ticket stocks and ticket sales.

- F. Ticket supplies will be maintained in a secure location safeguarded from loss.

- G. All tickets provided by the meal ticket vendor will be logged.

- H. A central location for the sale of staff meal tickets will be designated by the Business Manager.

- I. A change fund may be made available to make change for ticket sales, not to exceed \$25.00, in accordance with *CD-023608*.
- J. All monies collected will be kept in locked boxes placed in locked cabinets during non-business hours. [**2-CO-1B-06**] [**4-4031**] [**4-4033**]
- K. Staff members will purchase meal tickets via personal check or money order.
- L. Deposit of the meal tickets sales proceeds will be made daily into the State Treasurer in accordance with NMSA 1978 6-10-3 and 6-10-54 through the State's fiscal agent bank account via the Remote Depositing System (RDS) and posting into the SHARE System. [**2-CO-1B-06**]



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 <p>CD-023602</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
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	<p>TITLE: Cash Handling of Inmate Release Money</p>	

AUTHORITY:

Policy *CD-023600*

PROCEDURES:

- A. The Business Manager or designee is responsible for ensuring that any individual handles not more than one of the following duties:
 - Receipting funds,
 - Posting funds,
 - Depositing funds, and/or
 - Controlling receipt book stocks.

- B. The Business Manager of each facility is responsible for ensuring that cash handling procedures are being followed by all individuals responsible for inmate release monies.

- C. Receipts for inmate release monies will be printed by an outside, independent source, using a sequential, numerical system. Receipt book stocks and issuance will be strictly controlled and independently verified.

- D. A mechanism for recording and reporting inmate release monies will be maintained.

- E. Prior to an inmate's release, the Classification Officer will prepare a **Release Money** form (*CD-023602.1*) and forward it to the Business Office.

- F. All logs recording money transactions will be documented in ink.

- G. When released, the inmate must sign the Release Money form indicating he or she received the money. The form must also bear the signature of a witness.

- H. All release monies will be provided in the form of a check.

- I. If an inmate's release is cancelled, the check will be voided.
- J. Copies of all Release Money forms must be maintained by the Business Office for three years after the close of the fiscal year following the release.
- K. All monies collected will be kept in locked boxes placed in locked cabinets during non-business hours. **[2-CO-1B-06] [4-4031] [4-4033]**



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02/18/15
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NEW MEXICO CORRECTIONS DEPARTMENT
Release Money Form

To: Business Office. Date: _____

Inmate's Name: _____ NMCD #: _____

Release Date: _____

- Discharge
- Parole
- Community Corrections
- Court Order
- Other

Destination/Address: _____ City: _____ State: _____ Zip Code: _____

RELEASE MONEY RECOMMENDED AS FOLLOWS:

Inmate Account Balance \$ _____
 Discharge Money Deducted \$ _____
TOTAL \$ _____

Release Supplement. \$ _____
 Transportation. \$ _____
TOTAL \$ _____

GRAND TOTAL \$ _____

(Reason for No Release Supplement: _____)

Classification Officer: _____ Date: _____

Classification Supervisor: _____ Date: _____

Deputy Warden: _____ Date: _____

I, _____, NMCD # _____, acknowledge receipt of:

1) Check #: _____ \$ _____ 2) Check #: _____ \$ _____ 3) Check #: _____ \$ _____

Inmate's Signature: _____ Date: _____

Witness: _____ Title: _____

 <p>CD-023603</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
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	<p>TITLE: Cash Handling of Confiscated Money</p>	

AUTHORITY:

Policy *CD-023600*

PROCEDURES:

- A. The Business Manager or designee is responsible for ensuring that an individual handles not more than one of the following duties:
 - Receipting funds,
 - Posting funds,
 - Depositing funds, and/or
 - Controlling receipt book stocks.

- B. The Business Manager of each facility is responsible for ensuring that cash handling procedures are being followed by all individuals responsible for confiscated monies.

- C. Receipts for confiscated monies will be printed by an outside, independent source, using a sequential, numerical system. Receipt book stocks and issuances will be strictly controlled and independently verified.

- D. A mechanism for recording and reporting confiscated monies will be maintained.

- E. All confiscated monies will be accounted for separately from other monies.

- F. A log of all confiscated monies will be kept by the Disciplinary Investigating Officer for safeguarding.

- G. The Business Office will receipt the confiscated monies turned in by the Disciplinary Investigation Officer or designee in a separate receipt book specifically provided for this purpose.

- H. The inventory custody and control sheet will be utilized to document the confiscated monies following the established chain of custody required.

- I. Once the confiscated monies have been used for evidence in the disciplinary hearing, they will immediately be remitted to the Business Office for deposit into the State's fiscal agent bank. **[2-CO-1B-06]**
- J. The Business Manager or designee will be responsible for periodically auditing the logs of all confiscated monies.
- K. All monies collected will be kept in locked boxes placed in locked cabinets during non-business hours. **[2-CO-1B-06] [4-4031] [4-4033]**
- L. Deposit of the confiscated monies will be made within one business day of being received in the Business Office into the State Treasurer in accordance with NMSA 1978 6-10-3 and 6-10-54 through the State's fiscal agent bank account via the Remote Depositing System (RDS) and posting into the SHARE System.



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02/18/15
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 <p>CD-023604</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
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	<p>TITLE: Cash Handling of Hobby Shop Crafts and Art Sales</p>	

AUTHORITY:

Policy *CD-023600*

PROCEDURES:

- A. The Business Manager or designee is responsible for ensuring that an individual handles not more than one of the following duties:
 - Receipting funds,
 - Posting funds,
 - Depositing funds, and/or
 - Controlling receipt book stocks.

- B. The Business Manager of each facility is responsible for ensuring that cash handling procedures are being followed by all individuals responsible for Hobby Shop Crafts and Art Sales.

- C. Receipts for Hobby Shop Crafts and Art Sales will be printed by an outside, independent source, using a sequential, numerical system. Receipt book stocks and issuances will be strictly controlled and independently verified.

- D. A mechanism for recording and reporting Hobby Shop Crafts and Art Sales will be maintained.

- E. The Business Manager or designee will be responsible for controlling and logging the issuance of receipt books for the Hobby Shop Crafts and Art Sales.

- F. All monies received from the Hobby Shop Crafts and Art Sales will be kept separate from other monies.

- G. A log of all Hobby Shop Crafts and Art Sales will be maintained and will require the signature of the buyer.

- H. Hobby Shop Crafts and Art Sales will be receipted in a central area designated by the Business Manager.
- I. Hobby Shop Crafts and Art Sales items will be kept in secured areas safeguarded from loss. Keys to display cases shall be in the possession of the Business Manager or designee. Delivery of items to the purchaser shall be a separate function from sales or receipting.
- J. Perpetual inventories will be maintained for all Hobby Shop Crafts and Art Sales items.
- K. The Business Manager or designee will be responsible for periodically auditing the logs, receipts, and inventory records of all Hobby Shop Crafts and Art Sales.
- L. A physical inventory of all Hobby Shop Crafts and Art Sales items will be conducted quarterly.
- M. In the event facilities place Hobby Shop Crafts and Art Sales items for sale at sites away from the facility, internal policies to safeguard items for sale and processing of cash transactions are to be developed at the institutional level. At a minimum, all conditions as outlined in this policy must be met.
- N. All monies collected will be kept in locked boxes placed in locked cabinets during non-business hours. **[2-CO-1B-06] [4-4031] [4-4033]**
- O. Purchases of Hobby Shop Crafts and Art Sales items will be in the form of money orders or cashiers checks only. Personal checks will not be accepted.
- P. All Hobby Shop Crafts and Art Sales receipts are to be credited to the inmate's trust account and deposited no later than the first working day following the purchase into a State Treasurer authorized bank account in accordance with NMSA 1978 33-8-16. **[2-CO-1B-06]**



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 <p>CD-023605</p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;"><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	ISSUE DATE: 02/12/93	REVIEW/REVISED: 02/18/15
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TITLE: Cash Handling of Employee Reimbursements		

AUTHORITY:

Policy *CD-023600*

PROCEDURES:

- A. The Business Manager or designee is responsible for ensuring that an individual handles not more than one of the following duties:
 - Receipting funds,
 - Posting funds,
 - Depositing funds, and/or
 - Controlling receipt book stocks.

- B. The Business Manager of each facility is responsible for ensuring that cash handling procedures are being followed by all individuals responsible for employee reimbursements.

- C. A mechanism for recording and reporting employee reimbursements will be maintained.

- D. All employees are to reimburse the department for items, such as, but not limited to:
 - Lost or damaged state property for which the employee was responsible in accordance with policy CD-020400, Employee Accountability for Department Property,
 - Personal telephone calls made from cellular telephones and/or office desk telephones. The Business Manager or designee of each facility is responsible for ensuring that employees are notified of charges through distribution of telephone billings,
 - Jury fees paid directly to employees,
 - Use of state property.

- E. The receipt book utilized for employee reimbursements will be printed by an outside, independent source, using a sequential, numerical system. Receipt book stocks and issuances will be strictly controlled and independently verified.

- F. All monies collected will be kept in locked boxes placed in locked cabinets during non-business hours. **[2-CO-1B-06] [4-4031] [4-4033]**

- G. Employee reimbursements will be made via personal checks, money orders, or cashiers check.
- H. Deposit of employee reimbursements will be made within one (1) business day of receipt into the State Treasurer in accordance with NMSA 1978 6-10-3 and 6-10-54 through the State's fiscal agent bank account via the Remote Depositing System (RDS) and posting into the SHARE System.



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 <p>CD-023606</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
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	<p>TITLE: Cash Handling of Housing and Trailer Space Rentals</p>	

AUTHORITY:

Policy *CD-023600*

PROCEDURES:

- A. The Business Manager or designee is responsible for ensuring that an individual handles not more than one of the following duties:
 - Receipting funds,
 - Posting funds,
 - Depositing funds, and/or
 - Controlling receipt book stocks.

- B. The Business Manager of each facility is responsible for ensuring that cash handling procedures are being followed by all individuals responsible for housing and trailer space rentals.

- C. A mechanism for recording and reporting housing and trailer space rentals will be maintained.

- D. The Business Manager or designee at facilities providing housing rentals on institutional grounds will be responsible for the establishment and the maintenance of the cash handling for staff housing and trailer space rentals.

- E. The housing and trailer space rentals receipting function will be separate from any other housing function.

- F. Pre-numbered receipt books for housing and trailer space rental will be printed by an outside, independent source, using a sequential, numerical system. Receipt book stocks and issuances will be strictly controlled and independently verified.

- G. The Business Manager or designee will be responsible for periodically auditing the rental receipts.
- H. All monies generated from the housing and trailer space rentals will be kept in locked boxes and placed in locked cabinets until deposited. **[2-CO-1B-06] [4-4031] [4-4033]**
- I. Rental fees will be made via personal check, cashiers check or money order.
- J. Deposits of all rental fees will be made no later than the next business day following collection of rental fees into the State Treasurer in accordance with NMSA 1978 6-10-3 and 6-10-54 through the State's fiscal agent bank account via the Remote Depositing System (RDS) and posting into the SHARE System. **[2-CO-1B-06]**



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 <p>CD-023607</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
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	<p>TITLE: Cash Handling of Petty Cash</p>	

AUTHORITY:

Policy *CD-023600*

PROCEDURES: [4-4027] [2-CO-1B-05] [4-APPFS-3D-22]

- A. The Business Manager or designee is responsible for ensuring that an individual handles not more than one of the following duties:
 - Receipting funds,
 - Posting funds,
 - Depositing funds, and/or
 - Controlling receipt book stocks.

- B. The Business Manager of each facility or non-custody organization is responsible for ensuring that cash handling procedures are being followed by all individuals responsible for petty cash.

- C. Receipts for petty cash will be printed by an outside, independent source, using a sequential, numerical system. Receipt book stocks and issuances will be strictly controlled and independently verified.

- D. A mechanism for recording and reporting petty cash will be maintained.

- E. The Business Manager shall assign an individual as custodian of the Petty Cash Fund.

- F. The Business Manager or designee shall audit the petty cash fund on a monthly basis.

- G. Petty cash should be reimbursed periodically so as not to deplete the fund prior to reimbursement.

- H. DFA's Manual of Model Accounting Practices regarding Petty Cash Disbursement must be followed.

- I. All petty cash (cash or blank check stock) will be kept in locked boxes placed in locked cabinets during non-business hours. **[2-CO-1B-06] [4-4031] [4-4033]**



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 <p>CD-023608</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i></p> <p>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
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	<p>TITLE: Cash Handling of Revenue and Other Miscellaneous Receipts</p>	

AUTHORITY:

Policy *CD-023600*

PROCEDURES:

- A. The Business Manager or designee is responsible for ensuring that an individual handles not more than one of the following duties:
 - Receiving funds,
 - Posting funds,
 - Depositing fund, and/or
 - Controlling receipt book stocks.

- B. The Business Manager of each facility is responsible for ensuring that cash handling procedures are being followed by all individuals responsible for Revenue and other miscellaneous receipts.

- C. Revenue and other miscellaneous receipts will be printed by an outside, independent source, using a sequential, numerical system. Receipt book stocks and issuances will be strictly controlled and independently verified.

- D. A mechanism for recording and reporting revenue and other miscellaneous receipts will be maintained.

- E. All monies collected will be kept in locked boxes placed in locked cabinets during non-business hours. **[2-CO-1B-06] [4-4031] [4-4033]**

- F. Deposit of revenues and other miscellaneous receipts will be made no later than the first working day following collection of such revenues into the State Treasurer in accordance with NMSA 1978 6-10-3 and 6-10-54 through the State's fiscal agent bank account via the Remote Depositing System (RDS) and posting into the SHARE System. **[2-CO-1B-06]**



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 <p>CD-023609</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
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	<p>TITLE: Claim for Refund</p>	

AUTHORITY:

Policy *CD-023600*

PROCEDURES:

- A. Any person may submit a written claim for refund to the Corrections Department when the person believes he/she has made payment of an amount in excess of that for which the person was liable.
- B. The person affected must initiate a claim for refund in writing and must submit it to the person/office where the overpayment was made.
- C. All claims for refund must be submitted within 90 days of the occurrence of the overpayment and must state the reason for the claim and provide a copy of any relevant documentation.
- D. The Corrections Department employee to whom the claim is made will verify the circumstances and determine if a refund is appropriate.
- E. If the claim is for less than twenty-five dollars, the refund may be made from the petty cash fund, and the claimant must sign a receipt that clearly states the amount of cash they received, date of refund, reason for refund and name of person authorizing the refund.
- F. If the claim is in excess of twenty-five dollars, a request for a warrant must be processed and the refund will be mailed to the claimant within two weeks of the approval of the claim. The claimant shall be listed as a valid vendor in the SHARE System before a refund can be processed.
- G. Claims for refund that are refused may be appealed by the claimant in writing to the department's Chief Financial Officer or designee within 30 days.



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