



Minnesota Management and Budget Statewide Operating Procedure

Minnesota Management and Budget, General Accounting
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Invested Treasurer's Cash Accounts, Annual Certification

Objective

To establish procedures for the annual certification of funds and appropriations with authorization to retain Invested Treasurer's Cash earnings.

General Procedures

Step	Action	Responsible Party	Timeline
1.	Review and update Invested Treasurer's Cash (ITC) sections of the Minnesota Management and Budget (MMB) Year-end instructions to agencies including the annual certification due date.	MMB General Accounting	March
2.	Generate and distribute Annual ITC Account Certification spreadsheet and instructional memo.	MMB General Accounting	Mid May
3.	Review Annual ITC Account Certification Materials received from MMB General Accounting.	Agency	Before Mid-June Deadline
4.	Complete Annual ITC Certification spreadsheet in accordance to annual instructions.	Agency	Before Mid-June Deadline
5.	Submit Annual ITC Account Certification to Minnesota Management and Budget (MMB) - General Accounting at GeneralAcctg.MMB@state.mn.us .	Agency	By Mid-June Deadline
6.	Enter ALL certified appropriations and applicable revenue budgets in SWIFT.	Agency	July 1
7.	Process Annual ITC Account Certifications to ensure the listing of applicable ITC accounts reflect certified deletions, modifications, and additions.	MMB General Accounting	August 1
8.	Notify agencies when ITC allocation is complete and distribute monthly ITC report.	MMB General Accounting	Within first five business days of each month
9.	Review ITC monthly allocation and report any concerns/questions to MMB General Accounting.	Agency	Two weeks after agencies notified of ITC allocation completion

Step	Action	Responsible Party	Timeline
10.	Process any required corrections discovered during the agencies' monthly reviews	MMB General Accounting	Before the next month's allocation

Related Forms

[Form 0107-01F: Invested Treasurer's Cash \(ITC\) - Interest Earning Account Entry](http://mn.gov/mmb-stat/documents/accounting/forms/0107-01f-itc-interest-account-entry.xlsx) (http://mn.gov/mmb-stat/documents/accounting/forms/0107-01f-itc-interest-account-entry.xlsx)

Related Policies and Procedures

[MMB Statewide Operating Policy 0107-01 Invested Treasurer's Cash](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0107-01-itc-policy.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0107-01-itc-policy.pdf)

[MMB Statewide Operating Procedure 0107-01.2 Invested Treasurer's Cash Accounts, Modifications](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0107-01-02-itc-modifications-procedure.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0107-01-02-itc-modifications-procedure.pdf)