



Minnesota Management and Budget Statewide Operating Procedure

Minnesota Management and Budget, General Accounting
Issued: May 14, 2015

Number 0107-01.2
Revised: N/A

Invested Treasurer's Cash Accounts, Modifications

Objective

To establish procedures for deleting, modifying, or adding funds and appropriations with authorization to retain Invested Treasurer's Cash earnings.

General Procedures

Step	Action	Responsible Party	Timeline
1.	Determine account(s) which require deletion, modification, or addition for receiving interest earned with treasury funds.	Agency	Between Annual Certifications
2.	Complete Invested Treasurer's Cash (ITC) – Interest Earnings Account Entry Form as instructed on the form.	Agency	Between Annual Certifications
3.	Submit Interest Earnings Account Entry Form to Minnesota Management and Budget (MMB) - General Accounting at GeneralAcctg.MMB@state.mn.us .	Agency	Between Annual Certifications
4.	Review Agency submitted Interest Earnings Account Entry Form, determine and process any required changes.	MMB General Accounting	Prior to ITC allocation if received two weeks prior to allocation date
5.	Notify agencies when ITC allocation is complete and distribute monthly ITC report.	MMB General Accounting	Within first five business days of each month
6.	Review ITC monthly allocation and report any concerns/questions to MMB General Accounting.	Agency	Two weeks after agencies notified of ITC allocation completion
7.	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 0107-01.1 Invested Treasurer's Cash Accounts, Annual Certification](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0107-01-01-itc-annual-cert-procedure.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0107-01-01-itc-annual-cert-procedure.pdf)