



Minnesota Management and Budget Statewide Operating Procedure

Minnesota Management and Budget, General Accounting
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Imprest Cash Accounts, Establishing or Increasing

Objective

To establish proper procedures for requesting authority a new, or increasing the amount in an existing, imprest cash account; and, to properly establish or adjust the imprest cash account in the accounting system, Statewide Integrated Financial Tools (SWIFT).

General Procedures

Step	Action	Responsible Party	Timeline
1.	Determine the need to establish an imprest cash account or increase the amount in an existing imprest cash account.	Agency	As needed
2.	A request signed by the agency head should be sent to Minnesota Management and Budget (MMB) - General Accounting at GeneralAcctg.MMB@state.mn.us . The request must include the following: <ul style="list-style-type: none">• Purpose for establishment of the account• Location of where the account will be established• Custodians name• Type of Account: Cash, checking, or a combination of checking and cash on hand• Total imprest cash amount by account type• Funding source for the account• Accounting string information: Fund, Department ID, Appropriation Unit	Agency	As needed
3.	Agencies must establish internal policies and procedures commensurate with the level of risk attributable to each type of imprest cash account and the specific environment where the account is maintained.	Agency	Before MMB approval
4.	Review request and approve or deny the request with an explanation and notify the agency. If approved, MMB General Accounting will notify MMB Agency Assistance.	MMB General Accounting	Within One week

Step	Action	Responsible Party	Timeline
5.	If request is approved, agency opens a bank account for the imprest cash account in accordance with MMB Statewide Operating Policy 0601-01 New Deposit Accounts.	Agency, MMB Cash Management, MMB Systems Support	As needed
6.	Agency requests a new vendor number for the imprest cash bank account: <ul style="list-style-type: none"> Use "MN ST LBA – agency name" as Vendor Name 1, "Imprest Cash" as Vendor Name 2, and enter the bank location. The Vendor will need to be setup as an EFT vendor account, where the funds are transferred electronically to the new bank account. Warrants are printed only as an exception. Submit Direct Deposit/EFT form to MMB Agency Assistance – Systems Compliance. 	Agency, MMB Systems Support	As needed
7.	Agency enters an Imprest cash account payment in SWIFT using Balance Sheet account 100003.	Agency	As needed
8.	If the vendor bank account is not opened as an EFT payment account, agency must endorse and deposit warrant in checking fund or retain in petty cash as authorized.	Agency	As needed

Related Policies and Procedures

[MMB Statewide Operating Policy 0601-01 New Deposit Accounts](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0601-01-new-deposit-accounts-policy.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0601-01-new-deposit-accounts-policy.pdf)

[MMB Statewide Operating Procedure 0601-01.1 Request to Establish a New Deposit Account](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0601-01-01-request-establish-deposit-account-procedure.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0601-01-01-request-establish-deposit-account-procedure.pdf)

[MMB Statewide Operating Policy 0606-01 Imprest Cash Accounts](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0606-01-imprest-cash-policy.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0606-01-imprest-cash-policy.pdf)

[MMB Statewide Operating Procedure 0606-01.2 Imprest Cash Accounts, Using and Reimbursing](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0606-01-02-using-imprest-procedure.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0606-01-02-using-imprest-procedure.pdf)

[MMB Statewide Operating Procedure 0606-01.3 Imprest Cash Accounts, Reducing or Closing](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0606-01-03-closing-imprest-procedure.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0606-01-03-closing-imprest-procedure.pdf)

See Also

[SEMA4 Operating Policy and Procedure PAY0020: Travel Advances](http://www.sema4.state.mn.us/html/doc/eng/webhelp/PAY0020/Short_Term_and_Annual_Travel_Advances_Operating_Policy_and_Procedure.htm) (http://www.sema4.state.mn.us/html/doc/eng/webhelp/PAY0020/Short_Term_and_Annual_Travel_Advances_Operating_Policy_and_Procedure.htm)

[SEMA4 Operating Policy and Procedure PAY0030: Payment of Payroll Transactions Through Imprest Cash Fund](http://www.sema4.state.mn.us/htmldoc/eng/webhelp/PAY0030/Payment_of_Payroll_Through_Imprest_Cash_Fund_Operating_Policy_and_Procedure.htm)

(http://www.sema4.state.mn.us/htmldoc/eng/webhelp/PAY0030/Payment_of_Payroll_Through_Imprest_Cash_Fund_Operating_Policy_and_Procedure.htm)

[SEMA4 Operating Policy and Procedure PAY0035: Correction of Underpayments](http://www.sema4.state.mn.us/htmldoc/eng/webhelp/PAY0035/Correction_of_Underpayments_Operating_Policy_and_Procedure.htm)

(http://www.sema4.state.mn.us/htmldoc/eng/webhelp/PAY0035/Correction_of_Underpayments_Operating_Policy_and_Procedure.htm)