



Minnesota Management and Budget Statewide Operating Procedure

Minnesota Management and Budget, General Accounting
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Imprest Cash Accounts, Reducing or Closing

Objective

To make appropriate reductions to or close agency imprest cash accounts and apply these changes in the accounting system, Statewide Integrated Financial Tools (SWIFT).

General Procedures

Step	Action	Responsible Party	Timeline
1.	Determine what the authorization amount of the imprest cash account should be.	Agency	As needed
2.	If closing the imprest cash account, agency must first reconcile and reimburse the account to the full original amount.	Agency	As needed
3.	Submit an email requesting reducing or closing and imprest cash account to Minnesota Management and Budget (MMB) – General Accounting at GeneralAcctg.MMB@state.mn.us	Agency, MMB General Accounting	As needed
4.	Write an imprest cash check that is payable to your agency for the amount of the reduction to zero out the account to be closed.	Agency	As needed
5.	Imprest cash check should be deposited to the account and fund from which the money was originally disbursed. Deposit with the state treasurer as a dedicated receipt when provided for by statute or session law using Balance Sheet Account 100003.	Agency	As needed
6.	If closing the account, all unused bank checks must be shredded or disposed of in a manner that assures that they will not be able to be cashed by anyone.	Agency	As needed
7.	Keep a copy of the deposit slip for your records	Agency	As needed
8.	Send a copy of the deposit slip and cash receipt to MMB General Accounting	Agency, MMB General Accounting	Within One Week

Related Policies and Procedures

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

[MMB Statewide Operating Procedure 0606-01.1 Imprest Cash Accounts, Establishing or Increasing](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0606-01-01-establish-impres-t-procedure.pdf) (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0606-01-01-establish-impres-t-procedure.pdf>)

[MMB Statewide Operating Procedure 0606-01.2 Imprest Cash Accounts, Using, Maintaining and Reimbursing](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0606-01-02-using-impres-t-procedure.pdf) (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0606-01-02-using-impres-t-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/html/doc/eng/webhelp/PAY0030/Payment_of_Payroll_Through_Impres-t_Cash_Fund_Operating_Policy_and_Procedure.htm) (http://www.sema4.state.mn.us/html/doc/eng/webhelp/PAY0030/Payment_of_Payroll_Through_Impres-t_Cash_Fund_Operating_Policy_and_Procedure.htm)

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