



Minnesota Management and Budget Statewide Operating Procedure

Minnesota Management and Budget, General Accounting
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Imprest Cash Accounts, Using, Maintaining & Reimbursing

Objective

To make appropriate expenditures from and make timely reimbursements to imprest cash accounts; and, to record transactions correctly in the accounting system, Statewide Integrated Financial Tools (SWIFT).

General Procedures

Step	Action	Responsible Party	Timeline
1.	Obtain agency purchase order or other authorization and receipts or other supporting documentation for the expense pursuant to imprest cash account expenditure.	Agency	As needed
2.	Determine whether item is an appropriate imprest cash expense item and if so, authorize payment from agency imprest cash account, match invoice with appropriate purchase authorization form and prepare imprest cash check or cash authorization form.	Agency	As needed
3.	Reconcile imprest cash account in accordance with statewide policies and your agency's internal policies and procedures and ensure there is adequate documentation to support payments.	Agency	As needed
4.	Reimburse the imprest cash account back to the approved amount by preparing an accounts payable for reimbursement of imprest cash fund through SWIFT. Agencies that make numerous small payments (cash or check) may summarize these entries by account so it is not necessary to enter each individual imprest cash payment as a reimbursement.	Agency	As needed
5.	Enters accounts payable in SWIFT detailing the vendor as the agency imprest cash account.	Agency	As needed
6.	Certify imprest cash account balances to MMB; MMB General Accounting will send periodic and year-end imprest cash certification worksheets to agencies; agency personnel will need to send an email with the certification worksheet for all imprest cash accounts to GeneralAcctng.MMB@state.mn.us . Any questions should be directed to that address as well.	Agency	As needed and prior to 6/30

Notes on Internal Controls

Accountability and separation of job duties/responsibilities are also an integral part of internal controls. Duties are divided, or segregated, among different people to reduce the risk of error or inappropriate actions. Incompatible responsibilities are combinations of duties that place one person alone in a position to create and conceal errors, frauds, or misstatements in his or her normal job.

For example, when processing transactions, the duties of (1) authorizing or approving the transaction, (2) recording the transaction, (3) maintaining custody of the related assets, and (4) reconciling or comparing recorded transactions to the related assets, including error investigation and correction should be performed by different people. Adequate accountability and separation of duties must be established in policy and practice, in order to safeguard imprest cash resources.

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-cash-policy.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0606-01-impres-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-procedure.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0606-01-01-establish-impres-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-impres-procedure.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0606-01-03-closing-impres-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_Cash_Fund_Operating_Policy_and_Procedure.htm) (http://www.sema4.state.mn.us/html/doc/eng/webhelp/PAY0030/Payment_of_Payroll_Through_Impres_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)