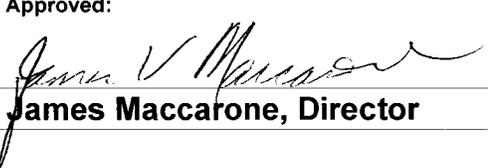


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES**

Subject: <b>DYS Fiscal Management</b>		Policy Number: <b>1</b>	
Number of Pages:		Section: <b>II</b>	
Attachments  <b>DYS Request For Cash</b>		Related Standards & References <b>MS Agency Accounting Policies and Procedures (MAAPP)</b>	
Effective Date: <b>October 21, 2013</b>		Approved:  <b>James Maccarone, Director</b>	

**I. POLICY**

In accordance with state and federal fiscal rules, regulations, policies and guidelines the Division of Youth Services' Finance Unit manages the funds received by the division and ensures that all funds are maintained and expended in accordance with established rules, regulations, policies and procedures.

**II. DEFINITIONS**

Operations Account: This account may include but not be limited to Petty Cash, Youth Activity and Vending Machine funds.

Petty Cash: are discretionary funds used to purchase supplies, items, etc. with approval from the campus administrator, finance director and division director. These funds are derived from the vending machine sales, youth activities and campus fund raisers.

Student Fund Account: This account contains funds received from the youth upon admission into in the institution or from the youth's parent or guardian while the youth is adjudicated to the institution. Upon release these funds are returned to the youth, parent or guardian.

Cafeteria Account: This account contains funds derived from the Sale of Meals.

Sale of Meals: Expenses collected from the sale of breakfast, lunch and dinner by the institution's Food Service Unit.

**III. PROCEDURES**

1. All bank accounts will be established in the name of the MS Department of Human Services, Division of Youth Services, the name of the unit and name of the account.

2. All bank accounts will be assigned checks with 2 signature lines. The signature authorities for all checking accounts will be the Oakley Accountant/Auditors, DYS Accounting Specialist and the DYS Director of Finance.
3. All receipt and expenditure of funds will be made in accordance with applicable state and federal laws, provisions of the account, and/or established agreements.
4. A single entry accounting system record will be maintained monthly to reflect all transactions, disbursements and current account balances.
5. All funds collected via youth activities/fund raising events will be submitted to the business office by the close of business following the date of the event. All events occurring on the weekends or a holiday will be made by the close of business of the next business day.
6. A Request To Hold Fund-Raising Event form will be completed and approved prior to the event being held.
7. Funds collected by the business office will be properly accounted for, secured and deposited into the proper bank account within three (3) days in accordance with Generally Accepted Accounting Procedures (GAAP).
8. Monthly bank statements will be mailed to the DYS Accounting Specialist and verified against the state's accounting system.
9. Petty Cash Fund:
  - a. Petty Cash funds will be used for youth expenses.
  - b. Purchases will not exceed \$500.00.
  - c. These funds will be used for emergency and/or special circumstance purchases only.
10. Internal controls and procedures will be established at the divisional level. An independent person of the operations of the account will be responsible for reconciling the account and enter the transactions into the accounting records. Each account will be reconciled monthly using the *Cash Account Reconciliation Report*.
11. Sale of Meal funds realized from the sale of cafeteria meals will be transferred to the Division of Budgets and Accounting on a monthly basis.

