

ILLINOIS STATE POLICE DIRECTIVE ADM-121, CASH RECEIPTS

RESCINDS: ADM-121, 2017-052, revised 09-08-2017.	REVISED: 02-01-2022 2022-020
RELATED DOCUMENTS: SAMS Manual, ADM-114	RELATED CALEA STANDARDS (6th Edition): 17.4.2

I. POLICY

The Illinois State Police (ISP) will comply with the Illinois State Treasurer's deposit requirements and the Illinois Comptroller's Statewide Accounting Management System (SAMS) regulations when transmitting and accounting for revenues received by the Department.

II. RESPONSIBILITY

II.A. The ISP Office of Finance (OOF) is responsible for:

II.A.1. Accurately accounting for all department revenues

II.A.2. Preparing the appropriate forms

II.A.3. Transmitting revenues to the State Treasurer in compliance with the State Treasurer's guidelines and to the Comptroller in accordance to SAMS manual (available from the Illinois Office of the Comptroller website at [https://illinoiscomptroller.gov/agencies/sams/sams-manual/Section 25, "Receipts and Cash Refunds"](https://illinoiscomptroller.gov/agencies/sams/sams-manual/Section%2025,%20Receipts%20and%20Cash%20Refunds))

II.B. The cost centers are responsible for:

II.B.1. Maintaining revenue records for two full fiscal years plus the current fiscal year. Then seek destruction of expired records, pursuant to the State Records Act.

II.B.2. Identifying receipts

II.B.3. Transmitting receipts to the OOF within the statutory time limitations

III. PROCEDURES

The OOF will disseminate revenue accounting and transmittal procedures to the cost centers by providing a Revenue/Receipts Procedures Manual on the ISP, intranet website (<https://isp.portal.illinois.gov>) under the Director's Office page in the Office of Finance, Legacy Fiscal Site Section.

| Indicates new or revised items.

-End of Directive-