

## ILLINOIS STATE POLICE DIRECTIVE ADM-121, CASH RECEIPTS

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| <b>RESCINDS:</b><br>ADM-121, 2014-010, revised 02-24-2014. | <b>REVISED:</b><br>09-08-2017 <b>2017-052</b> |
| <b>RELATED DOCUMENTS:</b><br>SAMS Manual, ADM-114          | <b>RELATED CALEA STANDARDS:</b><br>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 Public Safety Shared Services Center (PSSSC) 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: [www.ioc.state.il.us](http://www.ioc.state.il.us)) Section 25, "Receipts and Cash Refunds"

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 PSSSC within the statutory time limitations

### III. PROCEDURES

The PSSSC will disseminate revenue accounting and transmittal procedures to the cost centers by providing a Revenue/Receipts Procedures Manual on the Fiscal Management Bureau, Division of Administration, website (<http://home.statepolice.il/ofb/>) under the Manuals, Vouchering Section.

| Indicates new or revised items.

**-End of Directive-**