



Illinois Department of Corrections

Administrative Directive

Number: 02.41.101	Title: Establishment of Fund	Effective: 1/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.41.101 effective 1/1/2021

Authority: 730 ILCS 5/3-2-2 and 3-14-1	Related ACA Standards: 5-ACI-1A-07, 5-ACI-1B-01, 03, 05, 07 – 12, 20
Referenced Policies:	Referenced Forms: C-13 – Invoice Voucher

I. POLICY

A Travel and Allowance Revolving Fund may be established at facilities that advance allowances to released individuals in custody.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a procedure for advancing money to released individuals in custody.

B. Applicability

This directive is applicable to all correctional facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. General Provisions

Travel and Allowance Revolving Funds shall be utilized by the Department for gate money, money for transportation to the designated place of parole and resident expenses incurred while on writ or authorized absence.

E. Requirements

1. Only facilities who have been advised by memorandum from the Division of Finance and Administration may establish a Travel and Allowance Revolving Fund. The memorandum shall include the initial amount to be established in the fund.
2. Upon receipt of the memorandum from the Chief Financial Officer, an Invoice Voucher, C-13, shall be processed in the amount specified. Using detail object code 1993 (Interfund Cash Transfers), the C-13 shall be made payable to the Travel and Allowance Revolving Fund from the Travel and Allowance Revolving Fund appropriation.
3. When the warrant for the C-13 is received, a local non interest bearing checking account shall be opened for the Travel and Allowance Revolving Fund by depositing the warrant.
4. A Travel and Allowance Revolving Fund imprest fund may be set up using some of the funds deposited in the Travel and Allowance Revolving Fund checking account.

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- a. The balance maintained in the imprest fund shall be determined by the projected funds required for weekly individual in custody releases.
 - b. An Imprest Fund Control Book shall be set up and maintained with the following suggested column headings:
 - (1) Cash on Hand, Credit, and Debit columns;
 - (2) Cash on Hand Balance;
 - (3) Cash in Bank, Credit, and Debit columns;
 - (4) Cash in Bank Balance;
 - (5) Unvouchered Disbursements, Credit, and Debit columns;
 - (6) Unvouchered Disbursements Balance;
 - (7) Vouchers Receivable, Credit, and Debit columns;
 - (8) Vouchers Receivable Balance; and
 - (9) Fund Balance.
5. The Chief Financial Officer shall be advised of the following information by memorandum:
- a. The name, address and telephone number of the local financial institution where the checking account has been established; and
 - b. The names, titles and telephone numbers of Department employees who are responsible for the local checking account and imprest fund.
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