



## Illinois Department of Corrections

### Administrative Directive

Number: <b>02.41.103</b>	Title: <b>Maintenance of Fund Balance</b>	Effective: <b>1/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	02.41.103A-J effective 9/1/1993

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b> 5-ACI-1B-01, 03, 7 – 12, 20
<b>Referenced Policies:</b> 02.41.105	<b>Referenced Forms:</b> C-13 – Invoice Voucher

#### I. **POLICY**

Facilities with an established Travel and Allowance Revolving Fund shall maintain the Fund in accordance with the guidelines in this directive.

#### II. **PROCEDURE**

##### A. **Purpose**

The purpose of this directive is to establish a method for maintaining local checking accounts and imprest funds for facilities with a Travel and Allowance Revolving Fund.

##### 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**

As funds are advanced to released individuals in custody, the Travel and Allowance Revolving Fund checking account shall be reimbursed and the imprest fund shall be replenished on a weekly basis.

##### E. **Requirements**

The following procedure shall be used to reimburse the Travel and Allowance Revolving Fund or to replenish the Imprest Fund.

##### 1. Reimbursement of the Travel and Allowance Revolving Fund

The checking account for the Travel and Allowance Revolving Fund shall be reimbursed on a weekly basis if the reimbursement amount exceeds \$250 or at least once a month.

- a. An Invoice Voucher, C-13, shall be processed for the reimbursement amount, using detail object code 1296 (Travel and Allowances for Committed, Parole, and Discharged Prisoners). The C-13 shall be made payable to the Travel and Allowance Revolving Fund.
- b. Upon receipt of the reimbursement warrant it shall be deposited in the local checking account for the revolving fund.

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2. Replenishment of the Imprest Fund

The Imprest Fund for the Travel and Allowance Revolving Fund shall be replenished on a weekly basis.

- a. A check shall be processed from the local checking account payable to "Custodian, Travel and Allowance Revolving Fund Imprest Fund," in the amount required to meet the new balance projected.
  - b. If the balance in the Travel and Allowance Revolving Fund checking account is insufficient to replenish the imprest fund and it appears the reimbursement warrants will not be received in time to meet the needs based on individual in custody release dates, refer to Administrative Directive 02.41.105.
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