



## Illinois Department of Corrections

### Administrative Directive

Number: <b>02.43.103</b>	Title: <b>Maintenance of Individual in Custody Benefit Funds</b>	Effective: <b>3/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	02.43.103 effective 8/1/2019

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b> 5-ACI-1A-07 and 10, 5-ACI-1B-01, 03, 07, 08, 20, 21
<b>Referenced Policies:</b>	<b>Referenced Forms:</b>

#### **I. POLICY**

The Department shall maintain Individual Benefit Funds in accordance with the guidelines established in this directive.

#### **II. PROCEDURE**

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

The purpose of this directive is to establish a procedure for the uniform maintenance of Individual Benefit Funds bank accounts.

##### **B. Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

##### **C. Facility Reviews**

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

##### **D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

##### **E. Individual Benefit Funds**

###### **1. Receipts**

a. Upon verification of the total batch by the Cashier, the Cashier shall:

- (1) Prepare a receipt and a deposit for the designated fund. Receipts shall be pre-numbered and in triplicate form.
- (2) Give the original receipt to the employee delivering money.
- (3) Forward the second copy to the Journal Clerk.
- (4) Retain the third copy.

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- b. Upon deposit, the bank verification slip shall be returned to the person responsible for writing the fund checks.
  - c. All receipts shall be posted using the Fund Accounting and Commissary Trading System (FACTS) to the appropriate Individual Benefit Fund, Cash Receipts Journal. The appropriate General Ledger account number shall be entered by the Journal Clerk to indicate the source of the receipt.
  - d. Interest earned from the Individual Trust Fund held by the institution shall be transferred to the Individual Benefit Fund. The timeframe for completing said transfer shall be at the discretion of the facility, based on the amount of interest needing transferred.
2. Disbursements
- a. Upon receipt of a vendor's invoice and a receiving report, if applicable, the designated employee shall check for accuracy and forward the vendor's invoice and receiving report, with a copy of the Chief Administrative Officer's written approval attached, to the individual designated to enter the invoice into FACTS.
  - b. A check shall be prepared and processed for payment of the authorized invoice.
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