

Management of State Funds and Assets .....	1
I. Fiscal Management .....	1
A. Regulatory Authority.....	1
B. Financial System.....	1
II. Canteen Operations .....	3
A. Board Creation .....	3
B. Board Responsibilities.....	3
III. Inmate Trust Funds .....	3
A. Trust Fund Accounts .....	3
B. Inmate Obligations.....	3
C. Mandatory Savings .....	4
D. Distribution of Interest .....	4
IV. Interest-Bearing Savings Accounts.....	4
A. Inmate Savings Account .....	4
B. Interest .....	4
C. Fund Transfers.....	4
V. Departmental Transportation .....	5
VI. References .....	5
VII. Action .....	5
Attachments .....	6

<b>Section-12 Fiscal Management</b>	<b>P-120100</b>	<b>Page: 1</b>	<b>Effective Date: 10/05/2022</b>
<b>Management of State Funds and Assets</b>	<b>ACA Standards: 2-CO-1B-01, 2-CO-1B-02, 2-CO-1B-03, 2-CO-1B-04 through 2-CO-1B-09, 2-CO-1B-12, 2-CO-1B-13, 2-CO-1B-14, 5-ACI-1B-07, 5-ACI-1B-11, 5-ACI-1B-12, 5-ACI-1B-13, 5-ACI-1B-21, 5-ACI-1B-22, 5-ACI-1B-23, 4-ACRS-7D-17, 4-ACRS-7D-22, 4-ACRS-7D-24, 4-ACRS-7D-25, 4-ACRS-7D-30, 4-APPFS-3D-25, 4-APPFS-3D-26</b>		
<b>T. Hastings Siegfried, Chair Oklahoma Board of Corrections</b>		<b>Signature on File</b>	

## **Management of State Funds and Assets**

The Oklahoma Department of Corrections (ODOC) will manage and account for funds and other assets of the agency in accordance with state laws and procedures. (2-CO-1B-09)

### **I. Fiscal Management**

#### **A. Regulatory Authority**

ODOC will follow state statutes, procedures of the Office of Management and Enterprise Services (OMES), the Division of Capital Assets Management (DCAM), the Office of the State Treasurer (OST), federal grantor agencies, and generally accepted accounting principles. (2-CO-1B-01, 2-CO-1B-04, 5-ACI-1B-07, 5-ACI-1B-21, 4-ACRS-7D-22)

#### **B. Financial System**

<b>Section-12 Fiscal Management</b>	<b>P-120100</b>	<b>Page: 2</b>	<b>Effective date: 10/05/2022</b>
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To the maximum extent practicable, the agency will utilize state financial systems supported by the OMES, the OST, and the DCAM. Additional financial systems established and maintained by the ODOC will comply with the following standards in conjunction with state systems:

1. The schedule for budget preparation will allow for the timely preparation and submittal of the budget to the director of the OMES and the staff of the Joint Legislative Committee on Budget and Program Oversight as provided by law. (2-CO-1B-02)
2. Procedures for purchasing, disbursing funds, depositing funds, and fiscal reporting will be established, maintained, and monitored. Agency staff will report the results in writing at least quarterly and forward to the agency director. (5-ACI-1B-11) The agency director will provide the Oklahoma Board of Corrections (OBOC) with the current fiscal status of the agency at each regularly scheduled meeting. (2-CO-1B-03, 2-CO-1B-05, 2-CO-1B-06, 2-CO-1B-09, 5-ACI-1B-07, 4-ACRS-7D-22, 4-APPFS-3D-25)
3. By delegation of the OBOC, the agency director's authority to declare an emergency for an exemption to the Public Competitive Bidding Act of 1974 (as amended by statute) concerning notice and bid will be equal to the maximum amount permitted in Title 61 §130.
4. The chief administrators of Agri-Services and Oklahoma Correctional Industries will prepare enterprise accounting reports on their respective operations for quarterly presentation to the OBOC.
5. All accounts will be audited on a scheduled basis to ensure compliance with laws, policies, and procedures. (2-CO-1B-07, 2-CO-1B-13, 5-ACI-1B-12, 4-ACRS-7D-24, 4-ACRS-7D-25, 4-APPFS-3D-26)
6. The agency will maintain complete documentation of all financial transactions in accordance with state law and the Consolidated General Records Disposition Schedule.
7. The agency will establish procedures for grant applications, disbursing funds, and monitoring grants. The agency director will notify the OBOC of all grant funds received by the agency, either for use or pass through to other entities, and the intended use of such grant funds.
8. Procedures for routine inspection and inventory of state property, supplies, and other assets will be established and maintained. (5-ACI-1B-13, 4-ACRS-7D-25)

Section-12 Fiscal Management	P-120100	Page: 3	Effective date: 10/05/2022
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9. The agency will maintain a current inventory system of equipment with a \$500 or greater cost owned by the agency. (2-CO-1B-08) The Technology Services unit will maintain a current inventory system for information and technology (IT) equipment with a \$500 or greater cost.

## II. Canteen Operations

The Canteen Board of Directors will provide general guidance to agency staff responsible for administering canteen operations and establish procedures for budgeting the Inmate and Employee Welfare and Canteen Support Revolving Fund.

The agency will utilize profits from the canteen, inmate telephone, and electronic mail operations to support inmate/employee welfare activities and special projects. The agency director will report income and expenditures and fund balance from canteen operations and inmate/employee fund expenditures at the end of each fiscal year to the OBOC. (2-CO-1B-12)

### A. Board Creation

The agency director will appoint the members of the Canteen Board of Directors.

### B. Board Responsibilities

The board of directors for canteen operations will control canteen operations and establish written guidelines for canteen operations, inmate and employee welfare, and canteen support fund disbursements.

1. The overall canteen operation will be self-supporting.
2. The agency will use all profits from the canteen operations for the benefit of the inmates of the various facilities and personnel of the ODOC.

## III. Inmate Trust Funds (5-ACI-1B-21, 4-ACRS-7D-17)

### A. Trust Fund Accounts

The agency will establish a trust fund account for each inmate under the care and custody of the ODOC.

### B. Inmate Obligations

Wages earned by inmates will be available for apportionment to the

inmate's mandatory savings; to the inmate for their personal use; to the legal dependents of the inmate, if any; to the victim of the inmate's crime; for payment to creditors; for payment of costs and expenses for criminal actions against such inmate; and to the agency for costs of incarceration. (57. O.S. § 549) The "Inmate Obligation Deduction Matrix" ([Attachment A](#), attached) establishes the percentages of such wages available for apportionment.

C. Mandatory Savings

The agency will establish a mandatory savings account for each inmate sentenced to incarceration, except those sentenced to life without parole. The agency will deposit 20 percent of all wages earned by the inmate deposited into the inmate's mandatory savings account, with balances individually tracked for each inmate by the agency's accounting system. (57 O.S. § 549)

D. Distribution of Interest

The agency will deposit trust fund accounts with the OST in an authorized account by the state Special Agency Account Board. The interest earned on these deposits will be payable to the Victim's Compensation Fund as provided by law. An inmate will not have the right, use, or control of any interest derived from their mandatory savings trust fund account.

IV. Interest-Bearing Savings Accounts (5-ACI-1B-22)

A. Inmate Savings Account

The agency will establish an optional interest-bearing inmate savings account. Deposits into this account will only be allowed when the inmate's draw account has a balance over \$100. The agency will not use the inmate's mandatory savings account balances to determine the inmate's eligibility to participate in the interest-bearing savings account.

B. Interest

Interest will be posted to the account monthly based on OST rates and only on the inmate's prorated balance. Inmates who participate in the interest-bearing trust account option will be allowed to draw funds from this account only once within 90 days. Agency staff must approve all funds transferred from the interest-bearing account to an external recipient.

C. Fund Transfers

Agency staff must review and approve all funds transferred from the interest-bearing account to another inmate. (5-ACI-1B-23, 4-ACRS-7D-30)

<b>Section-12 Fiscal Management</b>	<b>P-120100</b>	<b>Page: 5</b>	<b>Effective date: 10/05/2022</b>
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Inmates will not use interest-bearing fund balances to make any purchase that would normally be made using a draw account reduction.

V. Departmental Transportation

Use of agency-owned and state motor pool vehicles will comply with state law, administrative rules, and agency policy. Only agency employees, contract employees, and volunteers conducting agency business may use agency-owned and state motor pool vehicles.

VI. References

OP-120103 entitled "Acquisitions and Dispositions"

57 O.S. §§ 537, 549 and 513

61 O.S. §§ 101-139 (Public Competitive Bidding Act of 1974)

62 O.S. §§ 34.12, 34.42 to 34.50, 34.47 to 34.64, 34.65 34.41 to 34.94, 45.1 to 45.9

74 O.S. §§ 85.1 to 85.44c, 87.1 to 87.2, 88.1 to 88.2, 90.1 to 90.7, 110.1 to 110.3, and 1008

Office of Management and Enterprise Services Procedures Manual

VII. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval of the Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement P-120100 entitled "Management of State Funds and Assets" dated July 8, 2021

Distribution: Policy and Operations Manual  
Agency Website

<b>Section-12 Fiscal Management</b>	<b>P-120100</b>	<b>Page: 6</b>	<b>Effective date: 10/05/2022</b>
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<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Inmate Obligation Deduction Matrix"	Attached