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Management of State Funds and Assets	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, 4-4031, 4-4035, 4-4036, 4-4037, 4-4045, 4-4046, 4-4047		
Kevin J. Gross, Chair Oklahoma Board of Corrections	Signature on File		

Management of State Funds and Assets

Funds and other assets of the Oklahoma Department of Corrections (ODOC) will be properly managed and accounted for in accordance with state laws and procedures. (2-CO-1B-09)

I. Fiscal Management

A. Regulatory Authority

The Department of Corrections (ODOC) will follow state statutes, procedures of the Office of Management and Enterprise Services, the Division of Capital Assets Management, the Office of the State Treasurer, federal grantor agencies, and generally accepted accounting principles. (2-CO-1B-01, 2-CO-1B-04, 4-4031, 4-4045)

B. Financial System

The department will utilize, to the maximum extent practicable, state financial systems supported by the Office of Management and Enterprise Services (OMES), the Office of State Treasurer (OST), and the Division of Capital Assets Management (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 Office of Management and Enterprise Services 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 and maintained. The director will provide the Oklahoma Board of Corrections (BOC) with the current fiscal status of the department at each regularly scheduled meeting. (2-CO-1B-03, 2-CO-1B-05, 2-CO-1B-06, 2-CO-1B-09, 4-4031)
3. By delegation of the BOC, the director's authority to declare an emergency for exemption to the provisions of the Public Competitive Bidding Act of 1974 (as amended by statute) with reference to notice and bid shall be equal to the maximum amount permitted in Title 61 §130.
4. Enterprise accounting reports on Agri-Services and Oklahoma Correctional Industries operations will be prepared by the administrators of each unit for quarterly presentation to the BOC.
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, 4-4036)
6. Complete documentation of all financial transactions will be maintained in accordance with state law and the Consolidated General Records Disposition Schedule.
7. Procedures for grant applications, disbursing funds and monitoring grants will be established. The director will notify the Board of Corrections of all grant funds received by the department either for use by the department, or to pass-through to other entities, and the intended use of such grant funds.
8. Procedures for routine inspection and inventory of state property will be established and maintained.
9. A current inventory system will be maintained of equipment with a cost of \$2,500 or greater owned by the agency. (2-CO-1B-08, 4-4037) An Information and Technology (IT) inventory is maintained for equipment with a cost of \$500 or greater.

II. Canteen Services

A board of directors will be established for all canteen services within the ODOC to provide general guidance to department staff responsible for administering canteen

operations. The Canteen Board of Directors will establish procedures for the budgeting of the Inmate and Employee Welfare and Canteen Support Revolving Fund.

Profits from canteen, inmate telephone and electronic mail operations will be utilized to support inmate/employee welfare activities and special projects. A report on income and expenditures and fund balance from canteen operations along with inmate/employee fund expenditures will be made at the end of each year to the BOC. (2-CO-1B-12)

A. Board Creation

The director of the Department of Corrections will appoint the members of the Board of Directors for Canteen Operations.

B. Board Responsibilities

The Board of Directors for Canteen Operations will control canteen operations and establish written guidelines for canteen operations and inmate and employee welfare and canteen support fund disbursements.

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

III. Inmate Trust Funds

A. Trust Funds Account

The department 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 inmate mandatory savings; to the inmate for his or her personal use; to the lawful 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 percentages of such wages which shall be available for apportionment are hereby established in the "Inmate Obligation Deduction Matrix." ([Attachment A](#), attached).

C. Mandatory Savings

A mandatory savings account will be established for each inmate sentenced to incarceration, except those inmates sentenced to life without parole, with 20 percent of all wages earned by the inmate deposited into a mandatory savings account with balances individually tracked for each inmate by an accounting system of the department. (57 O.S. § 549)

D. Distribution of Interest

Trust fund accounts will be deposited with the Office of the State Treasurer in an account authorized for such purpose by the state Special Agency Account Board. The interest earned on these deposits in aggregate 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

A. Inmate Savings Account

The department 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 in excess of \$100. Inmate mandatory savings account balances will not be used to determine the eligibility of the inmate to participate in the interest-bearing savings account.

B. Interest

Interest will be posted to the account monthly based on State Treasurer 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 a 90 day period. All transfer of funds from the interest-bearing account to an external recipient must be approved by appropriate department staff.

C. Fund Transfers

All transfer of funds from the interest-bearing account to another inmate must be reviewed and approved by appropriate department staff. (4-4047) Interest bearing fund balances will not be used by an inmate to make any purchase that would normally be made by the inmate using a draw account reduction.

V. Departmental Transportation

Use of department owned and state motor pool vehicles will comply with state law, administrative rule, and department policy and may only be used by department employees, contract employees, and volunteers conducting departmental business.

VI. References

OP-120103 entitled "Acquisitions and Dispositions"

57 O.S. §§ 537, 549 and 513

61 O.S. § 130

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

74 O.S. §§ 85.1 to 85.44c, 86.1, 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 director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-120100 entitled "Management of State Funds and Assets" dated September 17, 2015

Distribution: Policy and Operations Manual
Agency Website

Attachments

Title

Location

[Attachment A](#)

"Inmate Obligation Deduction Matrix"

Attached