Division of State Parks

Financial 10-7	Deposits of State Money	Rev. 10/2010	Page 1 of 2

REFERENCES: NRS 353.249 (2) and 353.250 (2)

PURPOSE: The division will comply with the requirements of NRS 353.249(2) and 353.250(2) for the deposit of state money.

ORGANIZATION: To provide guidelines for the deposit of park user fees, donations and other revenues collected by the Division in accordance with NRS 353.250(2) which states " . . . every state officer, department or commission which receives or which may receive any money of the State of Nevada for its use and benefit shall deposit on *or before* Thursday of each week, in a financial institution designated by the state treasurer to the credit of the state treasurer's account, all money received by that officer, department or commission during the previous week."

PRIOR POLICY: This policy supersedes 7/2007.

PROCEDURES:

I. Collection of state money begins at the point in time when a state park employee physically takes possession of cash, check, money order, credit card receipt, etc.

II. Deposits will be made weekly on or before Thursday unless Thursday is a legal holiday.

III. Month-end deposits will be made the first banking day after the end of the month.

A. Multiple deposits will be made during the week if funds accumulate *over $10,000*.

B. The uses of night drop deposit facilities are recommended for high volume parks over weekend or holiday non-banking periods.

IV. Non-Compliance exceptions.

A. Any deposits not in compliance with this policy will have a written explanation attached to the division copy detailing the circumstances associated with the exception.

B. Non-Compliance exceptions may include:

1. No staff available to make the deposit due to sickness, *days off*, leaves or position vacancy.

2. Weather or transportation restrictions that prohibit transport of the deposit.

3. Expense of the deposit process is in excess of the amount of money being deposited *(less than $100.00)*.

4. If a deposit cannot be made for any of the above circumstances, that money must be deposited no later than the following weekly deposit. However, if the amount is in excess of $3,000 and past the weekly deposit schedule, a deposit will be made on the next available banking day.

C. All monies held overnight must be locked secure in a cabinet or safe.

RULES:

1. Deposits shall be made weekly.
2. Month-end deposits are required.
3. Month-end deposits shall not be combined with month beginning deposits.
4. When funds reach *over $10,000*, deposit next banking day.
5. Non-compliance deposits will be accompanied by a justification.

Original signed by: **SIGNED** **David K. Morrow, Administrator**	**10/18/10** **Date**

Original signed by: **SIGNED** **Leo Drozdoff, Acting Director**	**10/18/10** **Effective Date**

Copy to Regions: _____

Review Date: _____