



North Carolina Department of Health and Human Services
Office of the Controller

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Ambassador (Ret.)
Secretary DHHS

Laketha M. Miller
Controller

June 16, 2014

MEMORANDUM - #2014-08

To: Division Directors
Budget Officers

From: Laketha M. Miller

Subject: Cash Management of Receipts

The purpose of this memorandum is to remind Division fiscal staff of the Daily Deposit and Reporting Act, NCGS 147-77. The act states in part:

All funds belonging to the State of North Carolina, in the hands of any head of any department of the State which collects revenue for the State in any form whatsoever, and every institution, agency, officer, employee, or representative of the State or any agency, department, division or commission thereof, except officers and the clerks of the Supreme Court and Court of Appeals, collecting or receiving any funds or money belonging to the State of North Carolina, shall daily deposit the same in some bank, or trust company, selected or designated by the State Treasurer, in the name of the State Treasurer, at noon, or as near thereto as may be, and shall report the same daily to said Treasurer.

Guidance regarding this statute may be found in the NC DHHS Cash Management Plan in Section I, A.1. As a Department we have been granted an exception to allow for funds received late in the day to be deposited by the next business day. There have been several instances within the Divisions where receipts have not been deposited in a timely manner. Under no circumstances shall funds be held at Divisions longer than one full business day.

Over the next several months staff from the Controller's Office may visit your Division to review your current procedures concerning receipts. These visits are an opportunity for you to share any concerns with us and for us to provide assistance as needed. If you have any questions, please feel free to contact Troy Scoggins at (919)527-6219 or by email at Troy.Scoggins@dhhs.nc.gov. Thank you for your assistance with this matter.

Cc: Rod Davis

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