



## OFFICE OF STATE TREASURER

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**YOUNG BOOZER**  
TREASURER

**GLENDAL ALLRED**  
Deputy Treasurer

**DARIA STORY**  
Assistant Treasurer

### MEMORANDUM

**TO:** Chief Fiscal Officers of State Agencies

**FROM:** Young Boozer, State Treasurer  
Tom White, State Comptroller

**DATE:** June 11, 2012

**SUBJECT:** New Funds Certification Procedure

When monies are deposited or electronically remitted to a Treasury bank account, the state agency receiving the monies should certify the amount with a cash receipt document within 30 days.

Effective July 2, we are implementing a new procedure for funds that have not been certified and recorded on the State's books. If a deposit has not been certified by the agency within 60 days, the amount will be transferred into a special holding fund for four months. A written request to Treasury Cash Management signed by the agency's chief accountant, along with proof that the deposit belongs to the requesting agency, must be provided before an agency can receive any monies from the special holding fund. If the monies are deemed to belong to the requesting agency, the agency will submit a cash receipt document with supporting documentation to Roman McLeod in the State Treasurer's Office for processing.

Six months after the initial deposit in a Treasury bank account, unclaimed monies in the special holding fund will be transferred by the Comptroller to the General Fund in accordance with the Code of Alabama 41-4-64.

If you have any questions, please contact Roman McLeod in the State Treasurer's Office at (334) 242-7547 or via email at [roman.mcleod@treasury.alabama.gov](mailto:roman.mcleod@treasury.alabama.gov), or Peytie Bowen in the State Comptroller's Office at (334) 242-7068 or via email at [peytie.bowen@comptroller.alabama.gov](mailto:peytie.bowen@comptroller.alabama.gov).