

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

April 12, 1978

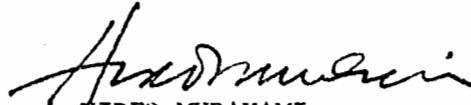
CIRCULAR NO. 1978-1

TO: Heads of Departments and Agencies
FROM: Hideo Murakami, State Comptroller
SUBJECT: Accounting for Cash Receipts

Comptroller's Circular No. 120, dated February 9, 1959 (Re: Listing of Checks on Deposit Slips), provided that all checks received in accordance with Comptroller's Regulation 4, as amended, and deposited into authorized commercial banks or the State Treasury shall be listed by maker and amount on the bank deposit slips or the Treasury Deposit Receipt (State Accounting Form B-13). As the circumstances requiring the listing of the maker of each check on the bank deposit slip or the Treasury Deposit Receipt no longer exist, Circular No. 120 is hereby rescinded.

Henceforth, to insure that proper internal controls are maintained over cash receipts, departmental personnel should ascertain that the following procedures are in effect:

- (1) Each check received should be endorsed immediately for deposit with the Director of Finance, State of Hawaii. In addition, the endorsement should also identify the department or agency making the deposit.
- (2) All deposits made with local banks and the State Treasury should include a list of the check amounts. An adding machine tape listing the check amounts will suffice for deposits consisting of a large number of checks.
- (3) Departmental financial records are to be maintained in sufficient detail to facilitate the tracing of cash receipts from the Treasury Deposit Receipt to the bank deposit slip (for deposits made directly with commercial banks) and/or individual departmental receipts or other supporting documents acknowledging the collections.


HIDEO MURAKAMI
State Comptroller