
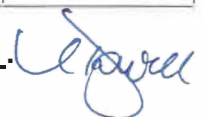


Idaho Commission of Pardons and Parole 	Standard Operating Procedure	Title: Accounts Receivable		Page: 1 of 3
		Control Number: 109	Version: 1.1	Adopted: 10-4-2019 Amended 5-12-21

Ashley Dowell, Executive Director, approved this document on 5/12/21.
 Open to the public: ☒ Yes ☐ No



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SCOPE

This standard operating procedure (SOP) applies to all Idaho Commission of Pardons and Parole staff.

Revision Summary
Revision date (10/01/2019) version 1.0. Revised (5/12/21) version 1.1 to add electronic deposits and Access Idaho information

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PAROLE COMMISSION ID APA RULE NUMBER

None

PURPOSE

The purpose of this Standard Operating Procedure is to provide guidance to Commission staff who receive, record, or collect funds.

RESPONSIBILITY

The Commission Business Operations Manager is responsible for the implementation and auditing of this Standard Operating Procedure.

GENERAL REQUIREMENTS

1. Incoming Mail

Office Specialist or designee opens mail and delivers the envelopes with cashier's check or money order and related documents to the Business Operations Manager or designee.

2. Notification

The Business Operations Manager or designee notifies, by e-mail, the IDOC Financial Specialist that the bond has been paid and makes a Note entry in the individual record in Atlas. Recording of Funds

A description of the deposit type is recorded on the physical bank deposit slip. For electronic deposits, the deposit type is recorded in the description field. The Business Operations Manager or designee documents the payment, offender information and payor information into the Parole Commission Bond Tracking database. Deposits of other funds are recorded by the financial specialist.

3. Documents

For physical bank deposits, the check is stamped with the Commission's bank information. A copy of the check, a copy of the deposit slip and the deposit confirmation receipt, are scanned and sent to the Financial Specialist.

For electronic bank deposits, the check is stamped with the Commission's bank information. A copy of the check and copy of the deposit information from Commission's bank are scanned to the Financial Specialist. The physical check is retained for a minimum of two weeks. After the two- week time period, the physical check is shredded.

4. Deposits

Bank deposits will be made, either electronically or physically, each day that the Commission receives \$200.00 or more in funds within a 24-hour period. For in person deposits, the Business Operations Manager or designee will create a deposit slip, attach the money order or certified check to the white copy of the deposit slip, and take the

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Bank for deposit. The State of Idaho Treasurer's office then sends an email to the Financial Specialist notifying the agency that the deposit information has been accepted. Documents are retained per the Documents section above.

For electronic deposits, the Business Operations Manager or designee utilizes the check scanner approved by the bank and the Treasurer's Office. Deposit information is entered electronically through the bank portal. The check is scanned, and the user verifies and submits the deposit. The bank portal provides a completed transmittal, which is printed and retained with the physical check per the Documents section above.

5. Access Idaho

Members of the public are able to utilize the Access Idaho online payment system to make Interstate Compact Bond payments to the Commission. When online payments are made, Access Idaho generates a payment notification that is sent to the Commissions general inquiry inbox. The Business Operations Manager or designee receives the payment information and notifies the Investigator and Financial Specialist that the payment was received.

REFERENCES

Idaho Code Sections 59-1014 and 67-2025

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