

Part: **Public Money and Property**
 Section: **General Revenue Fund and Revolving Funds**
 Subsection: **Payments from the GRF**
 Policy: **Imprest Bank Accounts**

Number: **3105**
 Date: **2021-02-10**
 Page: **1 of 3**

Imprest Bank Accounts

Objective	<i>The objective is to provide for the use of imprest bank accounts.</i>
Authority	<i>The Financial Administration Act, 1993, clauses 5(a) and 5(e), subsection 10(2) and sections 22 and 28</i>
Definition	An imprest bank account is a bank account that is periodically funded from the General Revenue Fund (GRF) bank account as expenditures are made. Generally, imprest bank accounts are used for making payments where the Government's central payment system cannot be used in an effective or efficient manner (e.g., to pay individuals for casual work such as fighting forest fires).
Treasury Board Policy	<p>.01 Approval by the Provincial Comptroller or delegate is required to establish an imprest bank account.</p> <p>.02 Approval of the Provincial Comptroller or delegate is required for increases to the level of an imprest bank account.</p> <p>.03 Cash to establish an imprest bank account is to be charged to the appropriate balance sheet code.</p> <p>.04 Ministries are responsible for implementing suitable controls to minimize loss or inappropriate use.</p> <p>.05 Ministries are responsible to ensure that all expenses incurred through an imprest bank account meet all payment requirements of Treasury Board and the Provincial Comptroller for the particular type of payment.</p>
Provincial Comptroller Directives	.06 Approval to establish and increase the level of an imprest bank account is delegated to the Assistant Provincial Comptroller, Provincial Comptroller's Office (PCO), Ministry of Finance.
Controls	<p>.07 Controls are required to ensure that:</p> <ul style="list-style-type: none"> • the establishment of an imprest bank account is properly approved; • no moneys are deposited to an imprest bank account other than the initial moneys approved, any approved increases, and reimbursements; • imprest bank accounts are not overdrawn;

Part: **Public Money and Property**
 Section: **General Revenue Fund and Revolving Funds**
 Subsection: **Payments from the GRF**
 Policy: **Imprest Bank Accounts**

Number: **3105**
 Date: **2021-02-10**
 Page: **2 of 3**

- disbursements are accurately recorded on a timely basis and adequate supporting documentation and proper authorization is provided in accordance with [Section 3101 GRF Payment Responsibilities](#);
- cash is safeguarded and controlled; refer to [Section 3505 Receipt and Control of Public Money](#) for the policy for controlling public money and [Section 3600 Control of Bank Accounts](#) for policies for controlling bank accounts; and
- cash is returned to the GRF when the imprest bank account is no longer needed.

Controls for Wages	.08	<p>When wages are paid through an imprest bank account, the following must be adhered to:</p> <ul style="list-style-type: none"> • Properly authorized rates are used. • Time worked is properly authorized and reported. • Overtime is properly authorized and paid at the correct rate. • Sufficient controls must exist to prevent fictitious persons from being paid.
Requests for Approval	.09	<p>Requests for cash to establish imprest bank accounts or increase the level of imprest bank accounts are to be made in writing. Requests are to describe the types of payments and outline procedures to provide adequate control over the receipts and disbursements of money.</p>
Bank Accounts	.10	<p>Bank accounts are approved by the Assistant Provincial Comptroller, PCO, and controlled in accordance with Section 3605 Approval of Bank Accounts.</p>
Financial Systems	.11	<p>The financial systems employed in connection with an imprest bank account and proposed changes are to have the approval of the Provincial Comptroller in accordance with Section 4015 Implementing Financial Systems.</p>
Payments	.12	<p>Payments from the imprest bank account are limited to the nature of the payments approved. Payments are subject to the same requirements as payments made directly from the Government's central payment system. Refer to Section 3101 GRF Payment Responsibilities for more information.</p>

Part:	Public Money and Property
Section:	General Revenue Fund and Revolving Funds
Subsection:	Payments from the GRF
Policy:	Imprest Bank Accounts

Number:	3105
Date:	2021-02-10
Page:	3 of 3

Appropriation Control .13 Payments from the imprest bank account are limited to the appropriation. Cash for the bank account should be provided as required to ensure that the bank account does not go into an overdraft position and to ensure the appropriation is charged on a timely basis for the expenditures.

References

[3100 Payments from the GRF](#)
[3101 GRF Payment Responsibilities](#)
[3500 Control of Public Money](#)
[3505 Receipt and Control of Public Money](#)
[3600 Control of Bank Accounts](#)
[3605 Approval of Bank Accounts](#)
[4000 Financial Systems](#)
[4015 Implementing Financial Systems](#)

[Accounting Manual, Appendix A General Revenue Fund Year-end Procedures and Schedules](#), Imprest and Petty Cash Accounts