



**WEST VIRGINIA
SECRETARY OF STATE**

NATALIE E. TENNANT

ADMINISTRATIVE LAW DIVISION

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OFFICE OF
WEST VIRGINIA SECRETARY OF STATE

**FORM 1 -- NOTICE OF A PUBLIC HEARING OR COMMENT PERIOD ON A PROPOSED RULE
(Page 1)**

AGENCY	Treasurer				
RULE TYPE	Legislative	AMENDMENT TO EXISTING RULE	Yes	TITLE-SERIES	112-08
RULE NAME	Procedures for Processing Payments from the State Treasury				

CITE AUTHORITY §12-3-1

COMMENTS LIMITED TO
Written

DATE OF PUBLIC HEARING

LOCATION OF PUBLIC HEARING

DATE WRITTEN COMMENT PERIOD ENDS
Friday, August 26, 2016 9:00 AM

WRITTEN COMMENTS MAY BE MAILED TO
Diana Stout, General Counsel
WV State Treasurer's Office
1900 Kanawha Blvd., E.
Bldg. 1, Room E-145
Charleston, WV 25305

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

Yes

Diana Stout -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.



Title-Series: 112-08



Rule Id: 10248



Document: 27789



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**FORM 1 -- NOTICE OF A PUBLIC HEARING OR COMMENT PERIOD ON A PROPOSED RULE
(Page 2)**

AGENCY	Treasurer				
RULE TYPE	Legislative	AMENDMENT TO EXISTING RULE	Yes	TITLE-SERIES	112-08
RULE NAME	Procedures for Processing Payments from the State Treasury				

CITE AUTHORITY §12-3-1

PROVIDE A BRIEF SUMMARY OF YOUR PROPOSAL

Rule revisions delete the general purpose and add a sunset provision, clarify reconciliation of accounts, and make technical clean ups.

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

Yes

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FORM 11 – FISCAL NOTE FOR PROPOSED RULES (Page 1)

AGENCY	Treasurer			
RULE TYPE	Legislative	AMENDMENT TO EXISTING RULE	Yes	TITLE-SERIES 112-08
RULE NAME	Procedures for Processing Payments from the State Treasury			

CITE AUTHORITY §12-3-1

PRIMARY CONTACT

Diana Stout
1900 Kanawha Blvd., E.
Bldg. 1, Room E-145
Charleston, STATE ZIP

SECONDARY CONTACT

Wilma Harrison
1900 Kanawha Blvd., E.
Bldg. 1, Room E-145
Charleston, STATE SECONDARY ZIP SECONDARY

Diana Stout -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.



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FORM 11 -- FISCAL NOTE FOR PROPOSED RULES (Page 1)

AGENCY	Treasurer				
RULE TYPE	Legislative	AMENDMENT TO EXISTING RULE	Yes	TITLE-SERIES	112-08
RULE NAME	Procedures for Processing Payments from the State Treasury				

CITE AUTHORITY §12-3-1

SUMMARIZE IN A CLEAR AND CONCISE MANNER WHAT IMPACT THIS MEASURE WILL HAVE ON COSTS AND REVENUES OF STATE GOVERNMENT.

Revisions to the current rule will have no impact on the costs and revenues of state government.

Diana Stout -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.



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FORM 11 -- FISCAL NOTE FOR PROPOSED RULES (Page 2)

AGENCY **Treasurer**
 RULE TYPE **Legislative** AMENDMENT TO EXISTING RULE **Yes** TITLE-SERIES **112-08**
 RULE NAME **Procedures for Processing Payments from the State Treasury**

CITE AUTHORITY **§12-3-1**

FISCAL NOTE DETAIL -- SHOW OVER-ALL EFFECT IN ITEM 1 AND 2 AND, IN ITEM 3, GIVE AN EXPLANATION OF BREAKDOWN BY FISCAL YEAR, INCLUDING LONG-RANGE EFFECT.

Effect Of Proposal	Current Increase/Decrease (use ' - ')	Next Increase/Decrease (use ' - ')	Fiscal Year (Upon Full Implementation)
ESTIMATED TOTAL COST	0	0	0
PERSONAL SERVICES	0	0	0
CURRENT EXPENSES	0	0	0
REPAIRS AND ALTERATIONS	0	0	0
ASSETS	0	0	0
OTHER	0	0	0
ESTIMATED TOTAL REVENUES	0	0	0

Diana Stout -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.



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FORM 11 – FISCAL NOTE FOR PROPOSED RULES (Page 3)

AGENCY	Treasurer				
RULE TYPE	Legislative	AMENDMENT TO EXISTING RULE	Yes	TITLE-SERIES	112-08
RULE NAME	Procedures for Processing Payments from the State Treasury				

CITE AUTHORITY §12-3-1

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT). PLEASE INCLUDE ANY INCREASE OR DECREASE IN FEES IN YOUR ESTIMATED TOTAL REVENUES.

The Treasurer's Office does not believe there will be any costs or revenues associated with the revisions to this rule.

Diana Stout -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.



Title-Series: 112-08



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FORM 11 -- FISCAL NOTE FOR PROPOSED RULES (Page 4)

AGENCY **Treasurer**
 RULE TYPE **Legislative** AMENDMENT TO EXISTING RULE **Yes** TITLE-SERIES **112-08**
 RULE NAME **Procedures for Processing Payments from the State Treasury**

CITE AUTHORITY **§12-3-1**

PLEASE IDENTIFY ANY AREAS OF VAGUENESS, TECHNICAL DEFECTS, REASONS THE PROPOSED RULE WOULD NOT HAVE A FISCAL IMPACT, AND OR ANY SPECIAL ISSUES NOT CAPTURED ELSEWHERE ON THIS FORM.

None.

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

Diana Stout -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.



Title-Series: 112-08



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FORM 12 -- BRIEF SUMMARY AND STATEMENT OF CIRCUMSTANCES (Page 1)

AGENCY	Treasurer				
RULE TYPE	Legislative	AMENDMENT TO EXISTING RULE	Yes	TITLE-SERIES	112-08
RULE NAME	Procedures for Processing Payments from the State Treasury				

CITE AUTHORITY §12-3-1

SUMMARIZE IN A CLEAR AND CONCISE MANNER CONTENTS OF CHANGES IN RULE AND STATEMENT OF CIRCUMSTANCES REQUIRING THE RULE.

Rule revisions delete the general purpose and add a sunset provision, clarify reconciliation of accounts, and make technical clean ups.

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

Yes

Diana Stout – By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.



Title-Series: 112-08



Rule Id: 10248



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TITLE 112
LEGISLATIVE RULE
STATE TREASURE'S OFFICE

SERIES 8
PROCEDURES FOR PROCESSING PAYMENTS
FROM THE STATE TREASURY

§112-8-1. General.

1.1. Scope. -- This rule implements the provisions of W. Va. Code §12-3-1 et seq., which require the Treasurer's Office to develop procedures for processing payments from the State Treasury.

1.2. Authority. - W. Va. Code §12-3-1.

1.3. Filing Date. -- ~~May 6, 1998.~~

1.4. Effective Date. -- ~~May 7, 1998.~~

1.5. ~~General Purpose — The purpose of this rule is to carry out the legislative intent as stated in W. Va. Code §12-3-1, so that all warrants issued by the State Auditor on the Treasury are processed by the Treasurer in accordance with the requirements of W. Va. Code §12-3-1. Sunset Provision. — This rule remains in effect for five years after the effective date.~~

§112-8-2. Definitions.

For purposes of this rule, unless a different meaning is clearly required by the context:

2.1. "Auditor" means the State Auditor of West Virginia~~;~~.

2.2. "Bank" means the disbursement bank selected by the Treasurer to process all checks issued by the State of West Virginia~~;~~.

2.3. "Check" means a warrant issued by the Auditor and endorsed by the Treasurer directing the Treasurer's disbursement bank to pay money as instructed~~;~~.

2.4. "Treasurer" means the West Virginia State Treasurer~~;~~ and or his or her designee from the Treasurer's office.

2.5. "Warrant" means an authorization by the State Auditor authorizing the Treasurer to pay an obligation of the State.

§112-8-3. Procedures for Processing State Warrants and Checks.

3.1. Check Processing by the Treasurer - Upon receipt by the Treasurer of a warrant issued by the Auditor, the Treasurer shall ascertain whether there are sufficient funds in the treasury to pay that warrant. If the Treasurer finds there are sufficient funds in the treasury to pay the warrant, he or she shall endorse the warrant. If this requirement is met, the Treasurer shall endorse the warrant directing the Treasurer's disbursement bank to pay the money as instructed. The Auditor shall provide the Treasurer a daily listing of all warrants issued.

This listing shall be in paper form, electronic media, or any other form as determined by the Treasurer.

3.2. Check Processing by the Disbursement Bank - The disbursement bank shall process all checks issued by the Treasurer in accordance with the requirements of the contract for the disbursement account. The disbursement bank shall provide the Treasurer a daily listing of all checks paid. Also, the disbursement bank shall provide the Treasurer the total dollar amount of checks paid by the bank each day. Each day, the Treasurer shall transfer to the disbursement account from his or her receipt account, an amount sufficient to cover all checks paid.

3.3. Reconciliation of the Disbursement Bank Account - The disbursement bank shall reconcile the disbursement account in accordance with the requirements of the disbursement account contract. ~~After the Treasurer has verified the disbursement bank reconciliation, the disbursement bank shall provide the Treasurer with a list of all outstanding checks.~~