

**CASH CLEARANCE**  
(1987)

3726

Purpose/Use: To clear cash receipts through remittances to the State Treasurer.

Reference/Authority: Accounting Procedures Handbook, Section 3632;  
CALSTARS Procedures Manual, Volume 5;  
SAM §6136, 10220, 10473 and 11071.

Source: DAO-Cashier.

Forms/Related Documents: CALSTARS Batch Header Slip, CALSTARS 25;  
Clearance Information Posting Documents;  
Controller's Remittance Advice, CA 21;  
Report of Collections, AO-197.

Due Date(s): Upon receipt.

Distribution: N/A.

-----  
DAO-Cashier will forward the original copy of the Report of Collections (AO-197) with related attachments to DAO-Cash Clearance who will:

- Determine the type of clearance:
  - Abatement; refunds of overpayment of salaries, rebates from vendors or other parties for returned merchandise, empty containers, etc., jury duty and witness fees, property damage or loss recoveries, sale of items to be replaced, employee payments for private use of State resources, denied boarding compensation payments from airline companies, payments from employee organizations to reimburse employee leave time for collective bargaining, etc.
  - Revenue; payment of fire prevention and suppression costs, professional forester license fees, funds for the sale of documents, firewood, large timber sales, photocopies, equipment not to be replaced, junk, waste, surplus materials, abandoned property, etc.

- Reimbursement; (scheduled) budgeted funds repaid to CDF for expenses incurred per an agreement, as in Schedule A agreements, and (unscheduled) unbudgeted funds repaid to CDF for expenses incurred for training of employees of other governmental agencies.
- If unable to determine type of clearance, place funds in Uncleared Collections via Transaction Code (TC) 108. Procedures to follow.
- Based on type of clearance, determine TC to be used:
  - Abatement, TC 104
  - Revenue, TC 101
  - Reimbursement, TC 102
  - Accounts Receivable-Reimbursement, TC 141
  - Accounts Receivable-Abatement, TC 140
  - Accounts Receivable-Revenue, TC 142
  - Accounts Receivable-Other, TC 469
  - Due from Other Governments, TC 180 and 155
  - Sales Tax, TC 161
  - Refunds of Reverted Appropriations, TC 107
- Prepare Clearance Information Posting Document and CALSTARS Batch Header Slip (CALSTARS 25) and enter in CALSTARS.
- Write batch number and amount cleared on lower left-hand corner if AO-197, and deduct amount from balance.
- Prepare Controller Remittance Advice Form (CA 21).
  - If CA 21 must be voided, write VOID across front, forward all but last copy to State Controller's Office and place last copy in file.
  - See CALSTARS Procedures Manual, Volume 5, and Table Maintenance Unit for Source Codes.

- More than one Funding Fiscal year (FFY) can be listed on one CA 21, but they must be listed separately.
- Request a check in the amount of the total remittance from DAO-Revolving Fund.
- When check is received, write check number on CA 21, forward first copy of CA 21 to State Controller's Office, and second two copies with check attached to State Treasurer.
- Stamp last copy of CA 21 with clearance stamp for each line item, then prepare CALSTARS 25.
  - Enter into CALSTARS via TC 171 unless funds were earlier posted to Revenue Collected in Advance via TC 109. In that case, use TC 187.
  - Place CALSTARS 25 in appropriate batch book, and related CA 21s in numerical order in file.

State Controller will place receipt number and date received in space provided in upper left-hand corner of CA 21 and forward copy to DAO-Cash Clearance. Upon receipt:

- Pull related CA 21s from file, write Controller's receipt number and date as provided by Controller on file copy of CA 21s and place copy from Controller in file.
- Stamp file copy of CA 21s with clearance stamp for each line item, then prepare CALSTARS 25.
- Enter into CALSTARS via TC 172 unless funds earlier posted to Revenue Collected in Advance via TC 109 and 187. In that case use TC 188.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

[\(see next section\)](#)

[\(see Table of Contents\)](#)