Volume No. 1 - Policies & Procedures	TOPIC NO.	20325
Function No. 20000 - General Accounting	TOPIC	REVENUE REFUNDS
Section No. 20300 - Cash Disbursements Accounting	DATE	9/1/93

OVERVIEW

This topic discusses the policies and procedures of refunding revenue collected by agencies.

POLICY

The Revenue Refund Voucher, Form DA-02-181, will be used to record revenue refunds to an individual person, corporation, etc. In special cases it may be made payable to an agency's petty cash fund custodian to recover dishonored checks at a bank when collection efforts are not successful. (See CAPP Topic No. 20330, "Petty Cash.")

PROCEDURES

100 Form Preparation and Submission

The following instructions are for preparing the payee, reference and description portions of the Revenue Refund Voucher, Form DA-02-181. All items must be printed in ink or typed. The item numbers below correspond with the circled numbers on the sample form (Form DA-02-181). Except for the Name of Agency, the data entered in the upper right-hand portion of the voucher is for agency reference purposes and is not input to the Commonwealth Accounting and Reporting System (CARS).

1	**NAME, ADDRESS & VENDOR ID**	Name and address of the person or firm to receive the refund check. The address must be a mailing address (street, city, state and zip code). The Vendor ID field is a twelve-character field comprised of three components: an alpha vendor indicator, a nine-digit vendor number and a two-digit suffix. See CAPP Topic No. 20310, "Expenditures," for detailed instructions.
		There are two methods of entering the name, address and vendor ID. The first is to type the name, address and vendor ID on the Revenue Refund Voucher. The second method is to use the CARS Vendor Edit Table by means of a standard table maintenance transaction. See CAPP Volume 2, Topic No. 60111, "Vendor Edit Table," for detailed instructions.
2	**NAME OF AGENCY**	Name of the State agency originating the voucher.
3	**RECEIPT/REFUND NO.**	For agency use when needed as a document reference.
4	**DATE**	Date (month, day and year) that the voucher is prepared for submission.
5	**REGISTRATION/ ACCOUNT NO.**	For agency use for internal reference purposes.

PROCEDURES

100 Form Preparation and Submission (Continued)

6	**DESCRIPTION OF REFUND**	Appropriate wording to adequately describe the refund transaction for audit purposes.
7	**AMOUNT**	Dollar and cents amount of the refund described in item 6.
8	**AMOUNT CERTIFIED FOR PAYMENT**	The total dollar amount of all items detailed in item 7 that is to be paid to the recipient in item 1.
9	**INITIALS OF PREPARER**	The initials of the person who prepared the form and has verified coding and calculations.
10	**VOUCHER NUMBER**	The voucher number (maximum of 8 digits) assigned by the agency for internal control purposes.
11	**VOUCHER DATE**	The date (month/day/year) of the agency voucher number (item 10) indicating when the voucher was certified and approved for payment.
12	**TRANSACTION CODE**	Required 3-digit transaction code. (See CAPP Volume 2, Topic No. 60103, "Transaction Codes.")
13	**AGENCY**	Required 3-digit agency code. (See CAPP Volume 2, Topic No. 60104, "Agency and FIPS Codes.")
14	**GLA**	Leave blank.
15	**FUND/FUND DETAIL**	Required fund/fund detail code. (See CAPP Volume 2, Topic No. 60106, "Funds Codes.")
16	**FFY**	Required two-digit funding fiscal year.
17	**PROG**	Leave blank.
18	**SUB**	Leave blank.
19	**ELE**	Leave blank.
20	**OBJECT**	Leave blank.
21	**REVENUE SOURCE**	Required 5-digit revenue source code. (See CAPP Volume 2, Topic No. 60109, "Revenue Source Codes.")

PROCEDURES (Continued)

100 Form Preparation and Submission (Continued)

22 **AMOUNT** The dollar and cents amount to be charged or credited to the agency-fund-revenue codes entered on that line.

23 **PROJECT** Optional 5-digit project code. (See CAPP Volume 2, Topic No. 60110, "Project Codes.")

24 **TK** Optional 2-digit project task. (See CAPP Volume 2, Topic No. 60110, "Project Codes.")

25 **PH** Optional 2-digit project phase. (See CAPP Volume 2, Topic No. 60110, "Project Codes.")

26 **AGENCY REFERENCE** Optional 9-digit agency reference number.

27 **SUBSIDIARY ACCOUNT** Leave blank.

28 **COST CODE** Optional 3-digit cost code. (See CAPP Volume 2, Topic No. 60105, "Cost Codes.")

29 **FIPS** Optional 3-digit FIPS code. (See CAPP Volume 2, Topic No. 60104, "Agency and FIPS Codes.")

30 **PSD** Optional 3-digit PSD code.

31 **VENDOR INVOICE NO.** Optional.

32 **MULTI-PURPOSE** Optional 6-digit agency multi-purpose code.

REVENUE REFUND VOUCHER
FORM DA-02-181 (SAMPLE)

DA-02-181 (7/91)

COMMONWEALTH OF VIRGINIA

R E V E N U E   R E F U N D   V O U C H E R

PROCEDURES (Continued)

200 Form Batching and Submission

When the Form DA-02-181 is completed properly, agencies will approve, batch, and submit to DOA the original (white) Revenue Refund Voucher. (See CAPP Volume 3, Topic No. 70235, "Input Batching.")

300 Refunding Monies Collected Through the Comptroller's Debt Setoff Program

At times, refunds of monies collected through the Comptroller's Debt Setoff program (CDS) need to be made. Usually, agencies are notified by the Assistant Manager of CDS at the Department of Accounts (DOA) that monies collected through CDS need to be repaid. When repayments to the debtor are necessary, the following instructions must be followed by all agencies except the Department of Taxation (TAX). TAX's repayment procedures are tailored to tie in with their automated systems. **Note that the Revenue Refund Voucher (Form DA-02-181) is not used**.

1. Check to see that this payment has not already been made. It is possible that a request for repayment may have been initiated by someone other than the Assistant Manager of CDS. If this is the case, please call the Assistant Manager of CDS at (804) 225-3098.

2. Prepare an Agency Transaction Voucher (ATV) (Form DA-06-152) to debit the GLA in which the money received from TAX is recorded, and credit GLA 101, Cash. For example, if revenue was recorded, use transaction code 340 to debit GLA 961, Revenue, and credit GLA 101, Cash, and fill in the Revenue Source Code.

3. On the same ATV, use transaction code 417 to debit GLA 101 and credit GLA 539, Suspense Account - Awaiting Debt Setoff. Transaction code 417 requires the use of the following fields - transaction code, agency, fund/detail, funding fiscal year and amount.

4. Submit the ATV to CARS.

5. Using the CARS on-line system or the ACTR0401, Weekly Reconciliation Report of Transactions Posted in CARS, verify that the ATV has cleared CARS before submitting the following voucher.

6. Prepare a voucher (batch type 3, Form DA-20-250) using transaction code 415, which will debit GLA 539 and credit GLA 101. In the description field of the voucher, record the name of the original disbursing agency (which is usually another agency and can be found on the Notice to Claimant Agency form that was received from TAX) and any other information as space allows, to assist the payee in identifying why a check is being received. In the vendor ID field, use an "E" or "S", as applicable, for the vendor indicator and the actual EIN or SSN of the payee.

7. Submit the voucher to CARS.

8. Submit this debt to the setoff system again.

INTERNAL CONTROL

Revenue refunds must be approved by an authorized individual on the agency's signatory form to ensure refunds are made in accordance with State regulations.

RECORDS RETENTION

Retain for 5 years or until audited.

DOA CONTACTS

Director, General Accounting, (804) 225-2244

Comptroller's Debt Setoff, (804) 371-8383

SUBJECT CROSS REFERENCES

CAPP Topic No. 20310, "Expenditures"
CAPP Topic No. 60103, "Transaction Codes"
CAPP Topic No. 60104, "Agency and FIPS Codes"
CAPP Topic No. 60105, "Cost Codes"
CAPP Topic No. 60106, "Fund Codes"
CAPP Topic No. 60109, "Revenue Source Codes"
CAPP Topic No. 60110, "Project Codes"
CAPP Topic No. 60111, "Vendor Edit Table"
CAPP Topic No. 70235, "Input Batching"