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**Rules of  
Elected Officials  
Division 50—Treasurer  
Chapter 1—Organization**

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**Title 15—ELECTED OFFICIALS**  
**Division 50—Treasurer**  
**Chapter 1—Organization**

**15 CSR 50-1.010 Function and Organization**

*PURPOSE:* This rule describes the general organization and functions of the Missouri state treasurer's office to comply with the requirements of section 536.023, RSMo (1986).

(1) The primary function of the state treasurer's office is to perform the duties as defined in Article IV, Section 15, Missouri Constitution and chapter 30, RSMo (1986). In general, these duties include: to be custodian of all state funds; to invest state moneys not needed for current operating expenses; and to disburse state moneys not needed for current operating expenses; and to disburse state moneys as provided by law.

(2) The office of state treasurer operates in three (3) major functional areas—receipts and accounting; investments; and disbursements, tabulating and records.

(A) The receipts and accounting function involves posting receipts from the Department of Revenue and disbursement from the Office of Administration to the cash ledger; maintaining ledger controls on fund balances and appropriations to assure no check is issued that exceeds appropriated balances; and maintaining control of receipts of state moneys collected by state agencies and their agents and deposited in local banks throughout the state.

(B) The investment area invests state moneys not needed for current operating expenses in time deposits, bearing interest, in Missouri banking institutions selected by the state treasurer and approved by the governor and state auditor or in short-term United States government securities and repurchase agreements.

(C) The disbursements, tabulating and records area tabulates state checks, verifies daily expenditures as certified by the Office of Administration, generates a check register, affixes the facsimile signature of the state treasurer to checks, tracks the outstanding status of checks, reconciles bank accounts, controls and processes outlawed and replacement checks and maintains cancelled checks and other records.

(3) The offices of the state treasurer are located in the State Capitol Building and the Truman State Office Building, 301 West High, Jefferson City, MO 65102. Any information

requested by the public can be obtained by writing to the Missouri State Treasurer, P.O. Box 210, Jefferson City, MO 65102. Telephone (314) 751-2411.

*AUTHORITY:* section 536.023, RSMo 1986. \* Original rule filed June 30, 1986, effective Oct. 15, 1986.

\*Original authority: 536.023, RSMo 1975, amended 1976.