

# **INFORMATION UPDATE ONLY** **FOR PETTY CASH OR CHANGE FUND**

Please return this completed form to the General Accounting Office in CH-106 with all appropriate information and signatures filled in below.

Department/Location: \_\_\_\_\_

Type of Fund: \_\_\_\_\_  
(Petty Cash or Change Fund)

Amount of Fund: \_\_\_\_\_

Purpose of Fund: \_\_\_\_\_

Description of  
Changes/Updates: \_\_\_\_\_  
\_\_\_\_\_

Name of Cash Custodian: \_\_\_\_\_

\*Signature of Custodian: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Department  
Head Authorizing Fund: \_\_\_\_\_

\*Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\* My signature confirms that I have read and understand the regulations on the reverse side of this sheet. I also understand that if any of the above information changes, I am responsible for notifying the Accounting Office immediately.*

**For General Accounting Office Only**

**Form Updated: \_\_\_\_\_ Staff Initial: \_\_\_\_\_ Copy to Director's Office sent: \_\_\_\_\_**

## PETTY CASH AND CHANGE FUND PROCEDURES AND REGULATIONS

1. Petty Cash and Change Funds must be kept secure and separate from all other funds and monies.
2. Petty Cash and Change Funds are *not* interchangeable and must be kept separate from each other.
3. Transfers of Petty Cash or Change Funds are not permissible. Contact the Accounting Office to close out a Petty Cash or Change Fund.
4. Petty Cash or Change Funds may *not* be used to make loans.

### Accountability

**S.A.M. 8111.2**

**Custodian Initial**

The custodian will be personally responsible for the amount advanced from the revolving fund.

#### Size of Fund

\$200.00 or less

\$200.01 to \$500.00

\$500.01 to \$2,500.00

Over \$2,500.00

#### Frequency of Audit

Annually

Quarterly

Monthly

Monthly, if not prescribed more frequently by Fiscal Systems and Consulting Unit, Department of Finance

### Change Funds

**S.A.M. 8111**

Change funds may be established to provide cash in denominations and amounts necessary to permit the making of change in the day-to-day cash collecting operations of an agency.

### Cash Purchase

**S.A.M. 8112**

Cash purchase funds, operated on an imprest basis, provide cash for purchases or services not to exceed \$50 (exclusive of sales tax) per purchase or service. The total amount advanced rather than cash on hand will be shown in the monthly reconciliation of revolving fund resources.

### Reimbursements

**S.A.M. 8112.5**

The custodian will present invoices at least once a month. Based upon these invoices, a check (or cash) will be issued to replenish the cash purchase fund.

### Cash Overages and Shortages

**S.A.M. 8070**

State officers and employees who receive and disburse money will be held accountable for the money in their custody. They will be held personally responsible for any cash discrepancies.

### Overages

**S.A.M. 8071**

**Custodian Initial**

Cash overages (representing cash in excess of that for which a cashier is accountable) will be credited to Account No. 3710, Cash Overages, at the time of receipt. If the person making the overpayment can be identified and the facts substantiated that an overpayment was made, refunds may be made and charged to the cash overage account. All other cash overages will be cleared as revenue or operating revenue at least once each quarter.

### Shortages

**S.A.M. 8072**

The report explaining the cash shortage must include the following:

1. The total amount of the cash shortages and the period covered.
2. Whether or not the person having custody of the money used due diligence and followed recognized good practices in handling and safeguarding the money.
3. Whether or not the cash shortage was such as might reasonably be expected in the regular course of business and was not due to the employee's dishonesty, carelessness, or negligence.
4. A copy of the police report (attached) if theft is involved.
5. A detailed explanation showing date, place, and complete circumstances of the incident which caused the shortage. If the shortage is a result of "clerical errors," the explanation must be signed by the person responsible for the error. Included in the explanation must be a statement as to the corrective actions taken, if any, to prevent reoccurrence of the error. If the shortage is not the result of any person's error, then the explanation should be written by the person in charge of the fund.

The explanation should be reviewed and signed by the person's supervisor in either situation.

6. Any other facts explaining the circumstances creating the shortages.

Similar types of cash shortages may be grouped and covered by a single explanation and report, where appropriate.

**Signature that I have read and understand the above procedures:** \_\_\_\_\_