



California State University, Stanislaus – Financial Services
PROCEDURES MANUAL

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A. Purpose/Background:

It is the policy of the California State University (CSU) that each Campus President is responsible for conducting all campus cash management activities in accordance with the policies and procedures established by the CSU Executive Vice Chancellor/Chief Financial Officer and/or his/her delegates. The President has delegated the responsibility for all cash management operations at CSU Stanislaus to the Chief financial Officer (CFO). The purpose of this procedure is to comply with the CSU policy that funds established to support change-making activity be protected from loss. This policy complies with the California State University General Accounting (ICSUAM) policy number 3102.10, *Change Funds*.

B. Definitions:

Campus: California State University, Stanislaus sites and locations.

Campus Cash Handling Coordinator: the CSU Stanislaus Director of Student Financial Services.

Cash: United State currency and coins.

Cashier: An employee who handles the receipt of cash and cash equivalents.

Cash Equivalent: Checks and electronic fund transfers.

Cash Control: Segregation between accountability and custodianship that might be demonstrated through the use of a safe, receipting and disbursing systems, locked box, pre-numbered cash receipt, or cash handling procedures.

Change Fund: Change funds are used for the operation of cash registers and drawers to provide change.

Chief Financial Officer (CFO): the CSU Stanislaus Vice President of Business & Finance is the CSU Stanislaus Chief Financial Officer.

University: California State University, Stanislaus

C. Applicability:

This procedure applies to Financial Services and all departments and University entities operating as a satellite cashier or sub-cashiering location.

D. Procedure & Responsibilities:

1. Cashiering and sub-cashiering locations are responsible for the security of their change funds if such funds are authorized by the CFO.

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2. Custodianship of a given change fund is assigned to a single individual and cannot be independently transferred to another individual. The procedure for transferring a change fund is listed below.
3. The cash-fund custodian is responsible for ensuring the cash on hand equals the authorized amount of the funds at all times. The cash should be counted often, daily is best, to ensure that the cash on hand equals the original amount of the fund.
4. All funds and other applicable documents of the fund should be secured and safeguarded in a metal locking box and placed in a locked desk, locked cabinet, or locked safe.
5. Change funds must not be commingled with other funds. Change cash must be kept separate from petty cash funds, cash drawers, personal funds, and any other collected revenue.
6. No expenditures for wages, cash advances, or loans may ever be paid from the fund. No personal checks may be cashed from the fund. The fund may not be used to reimburse small purchases. Only authorized petty cash funds may be used for that purpose.
7. When change funds are no longer needed, change funds will be re-deposited at the cashiering office.
8. An unannounced cash count and reconciliation of change funds for which cashiers and cash handling employees are accountable will be performed by Financial Services on a periodic basis. The frequency of such reconciliations will be determined by the campus CFO based on the amount of funds at risk. The rationale for determining the audit schedule must be documented. Reconciliations of cash balances must be performed in the presence of the change funds custodian and must be documented.
9. Failure to comply with the procedures set forth herein, and Internal Audit’s guidelines, may result in the closing of the change fund.

Establishing a Change Fund:

1. Change Fund Custodianship is established through a CSU Stanislaus Cash Purchase Fund Application/Acceptance Form with signatures from requestor, custodian, and the approving Vice President or Dean. The Cash Purchase Fund Application can be obtained at <http://www.csustan.edu/FinancialServices/CashierServices/index.html>. **Not there**
2. The form will then be reviewed and approved by the Controller and AVP of Financial Services.
3. A Direct Pay Form for the established amount of the change fund must accompany the application form. A check will be issued to the custodian by Accounts Payable upon approval.
4. The custodian assumes responsibility for safeguarding and proper utilization of the funds.

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Transferring Change Fund Custodianship

1. The Vice President or Dean who authorized the Cash Purchase Fund Application is responsible for reporting any changes in Change Fund Custodianship to Financial Services.
2. To change the primary custodian of a change fund, complete the CSU Stanislaus Cash Purchase Fund Application/Acceptance Form. List the purpose as “transfer change fund custodian from XXXX to XXXX”. No check is required.
 1. The fund status is verified on the form by both the outgoing and incoming custodian and recorded by the supervisor.
 2. The Application/Acceptance Form is submitted to Financial Services for approval by the Controller and AVP of Financial Services.

Increasing/Decreasing/Closing Change Funds

1. **Increasing:** When additional change funds are needed, a new CSU Stanislaus Cash Purchase Fund Application/Acceptance Form must be submitted to Financial Services along with a Direct Pay Form for the additional amount. The application must include justification for the increased amount.
2. **Decreasing:** A change fund should be reduced if the amount of the fund exceeds the actual needs of the department. The amount which is no longer needed should be deposited at the Cashiers’ Office crediting account RF499. The receipt should be submitted to the campus Petty Cash/Change Fund auditor in Financial Services. **A copy of the original Cash purchase Fund Application should be submitted to Financial Services showing the reduction amount. (New)**
3. **Closing a change fund:** When a change fund is no longer needed the original amount must then be returned to the Cashiers’ Office crediting account RF499. The receipt should be submitted to Financial Services **along with a copy of the original Cash Purchase Fund Application showing that the fund as “Closed”. (new)**

Stolen Change Fund Cash

In the event that change fund, or a portion thereof, is stolen, the following procedures should be followed:

1. Immediately inform the University Police Department.
2. Obtain a copy of the police report.
3. A new request should be submitted on a CSU Stanislaus Cash Purchase Fund Application requesting reimbursement of the fund which includes the following:
 - Date and time of theft
 - Amount of theft
 - Circumstances involved

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- Copy of police report
- Prevention taken against similar occurrences

E. Forms & Appendices:

Cash Purchase Fund Application/Acceptance Form
CSU Stanislaus Cash Purchase Fund Application/Acceptance Form.

F. Authority & References:

ICSUAM 3102.10, *Change Funds*

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