CHANGE FUND
INSTRUCTION FOR CUSTODIAN

Use and Operation

1. According to UC Business and Finance Bulletin (BUS)-49, Cashiering Responsibilities and Guidelines, cash collections of Major Cashiering Stations must be deposited daily. Collection at Sub-cashiering Stations and other cash handling departments must be deposited at the designated Major Cashiering Station at least weekly or whenever collections exceed $500.00. Likewise, a deposit must always be made at the end of each calendar month, regardless of the amount collected as of that due date. All collections shall also be deposited by fiscal year end (June 30).

2. All cash collections will be recorded on the receipt and approved as to form and content by General Accounting.

3. All void receipts must be marked “VOID”, initialed by the person making the transaction and approved by the Department Head. All copies of each voided receipt must be kept and submitted along with the Report of Cash Received and Deposited for that day to General Accounting.

4. Checks and money orders must be payable at face value in U.S. dollars.

5. Overage and shortages in income must be reported as a separate line item on the Report of Cash Received and Deposited. They are not to be cleared through the change funds.

6. The Change Fund must be used for the purpose authorized and NEVER as a petty cash fund.

7. The Change Fund must be kept separate and must not be merged with any other funds.

8. When not in use, the fund must be maintained with adequate security, in a locked compartment.

9. When it is necessary for a temporary custodian to be put in charge of the fund while the official custodian is absent, fill in the attached Temporary Transfer of Custody of Change Fund form and send it to General Accounting for approval.

10. If more detailed instructions for recording collection of income are needed, please contact General Accounting at extensions 40498 or 42870.

Change Fund Audit
1. Periodic audits of the fund and methods of operation will be conducted by General Accounting, Internal Auditors, and/or External Auditors.

2. Auditors must show current credentials before the fund or the records are relinquished for audit. The custodian should be present during the audit and should carefully observe the process because he/she will be asked to sign the audit report certifying to the findings and acknowledging return of the fund.

3. General Accounting will also periodically distribute a Change Fund Questionnaire to verify the status and maintenance of the fund.

4. Upon completion of a physical audit, an audit report showing the audit findings and recommendations will be sent to your supervisor or department head.

5. Any deviation from the outlined policies and procedures for the maintenance of the Change Fund may result in a recall of the fund.

**Relief from Responsibility**

1. *The transfer of a Change Fund by the authorized custodian to another person is prohibited.*

2. If the need for the Change Fund ceases, it must be closed. The custodian shall submit a Department Deposit Record and Change Fund Closing Form to Doug Willis, General Accounting, Wilshire Center, 5th Floor, MC 143348 or contact him at extension 48739 for further information on how to close the fund.

3. If there is a need to maintain the Change Fund, the department should request for a new one using the procedures for the establishment of the fund. University policy requires that the old Change Fund be closed first and a new one be opened whenever there is a change of custodian. Departments should allow two weeks to establish a new Change Fund and must not be left without a Change Fund during the transition between custodians.

**In the Event of Theft**

1. The department should notify Campus Police immediately.

2. A letter from the department head requesting reimbursement of the fund must be sent to General Accounting including the following information:

   a. Name of custodian
   b. Change fund number
   c. Amount of theft
   d. Date and hour of theft
In the Event of Theft (cont’d)

   e. Circumstances involved
   f. The file number assigned by Campus Police
   g. Actions taken to prevent future occurrences

3. A Check Request must be submitted, along with a letter, indicating Change Fund number, name of custodian, and proper departmental account to be charged.

Change Fund Forms

The following forms can be found within the attached Excel files:

   -Temporary Transfer of Custody of Change Fund

   -Reconciliation of Change Fund

Reference

   http://www.ucop.edu/ucophome/policies/bfb/

2. Accounting Manual, Cash and Banking Operation, C-173
   http://www.ucop.edu/ucophome/policies/acctman/

3. Instructions and Forms are available at:
   http://www.accounting.ucla.edu/