**The following procedures provide for the establishment and use of change funds and addresses the issues of accountability, security, replenishment and appropriate uses.**

A Change Fund may be established by submitting a completed Change Fund Request form to Cash Operations in the Office of the Bursar. Departments may establish a Change Fund exclusively to provide change for payments received for goods or services rendered by the University. A Change Fund may not be used to procure goods or services, cash checks, or to make loans or advances. Change Funds may not be placed in a bank account, or kept in the Custodian’s wallet or purse, or otherwise commingled with personal funds. Revenues should never be used to establish or increase the size of a change fund. A Change Fund Custodian should be appointed to safeguard, and approve reconciliations of a Change Fund. (Custodians may not be temporary personnel or students).

Change funds are non-transferable and must remain in the department/unit in which they originated. Anytime there is to be a change of the Change Fund Custodian, Cash Operations shall

be notified prior to the time a change is made. This process is required for temporary changes as well. Upon the transfer of custodian responsibilities for any Change Fund, the former and new custodians must perform Change Fund reconciliation and both must sign the reconciliation form.

All change funds shall be subject to unannounced audits and/or cash counts by the Internal Auditors, State Auditors and the Controller’s Division. It is the direct responsibility of the Custodian and the Custodian’s supervisor to ensure that proper safeguards are maintained. The funds must always be locked in a secure location. A secure location can be described as a locked file cabinet, drawer or lockbox.

If loss occurs from negligence, it will be the responsibility of the department who owns the change fund to bring the account back to its authorized balance. All thefts must be immediately reported to the Bursar’s Office, University Controller and UConn Police.

**The following guidelines should be followed to establish and maintain all change funds.**

# Establishing a Change Fund

A Dean, Director, or Department Head must submit completed Change Fund Request form to the Office of the Bursar Cash Operations. This request will be reviewed by the Office of the Bursar then forwarded to the Controller of the University, who has the final authority to approve, establish, and abolish a fund. The Dean/Director/Department Head must designate an individual to act as the Change Fund Custodian. The Custodian cannot be temporary or student staff.

# Managing a Change Fund

Change funds must be reconciled on a daily basis. It is the responsibility of the Change Fund Custodian to limit the use of the change fund to legitimate and allowable university-related financial transactions. Change funds may not be commingled with other types of university funds or personal funds.

# Storing and Reconciling Change in a Cash Register/Box

Adequate safekeeping of funds, both during and after normal working hours, is a necessity and will be one of the requirements to be met prior to the establishment of the change fund. At the beginning or end of each day, a cash register or box should be reconciled or “counted” to determine if there is a shortage or overage in the fund. The Change Fund Custodian must keep a log of all reconciliations and a record of any overages or shortages. Overages and shortages must be accounted for per the Cash Operations Over/Under Guidelines.

# Increasing/Decreasing/Closing a Change Fund/Change of Custodian

A Dean, Director, or Department Head may request an increase or decrease of a change fund, the close of a fund, as well as change of Custodian by submitting a Change Fund Adjustment Request to the Office of the Bursar Cash Operations.