



CHANGE FUND PROCEDURES

PURPOSE OF A CHANGE FUND

The purpose of a change fund is to provide departments with available cash for making change during sales and service transactions. The change fund should always be kept physically separate from a petty cash fund.

ESTABLISHING A NEW CHANGE FUND

- Determine how large a fund is needed.
- Designate an employee to be the Custodian of the change fund. The Custodian must be a full time employee of the University of Waterloo.
- Complete a “Request for a New Change Fund” form, found on the Finance website at <http://www.adm.uwaterloo.ca/infofin/Forms/forms.html>.
- Obtain approval by the Dean, Chair/Director or Department Head
- State on the “Request for a New Change Fund” form, the reason(s) for establishing a new fund.
- The change fund must be recorded in the department org unit, using fund 100 or 101, and object 1050. For example, xxxx-100-100-0000-000000-1050-0000-000.
- Forward the “Request for a New Change Fund” form to Gloria Pageau, Finance-ECH.
- Finance will process the request and issue a cheque payable to the Custodian.
- The cheque will be mailed to the Custodian to an on-campus address.
- The Custodian cashes the cheque at the CIBC branch in the Student Life Centre or at a personal bank.

ADMINISTERING AN EXISTING CHANGE FUND

A count of the cash on hand at the beginning and at the end of every shift should be completed to ensure the cash on hand equals the total change fund balance.

Any discrepancies should be recorded using the departmental cash over/short account object, 4005.

INCREASING THE CHANGE FUND

- The Dean, Director/Chair or Department Head should approve any request for an increase to the change fund.
- Complete the “Request for an Increase in Fund Amount” form on the Finance website at <http://www.adm.uwaterloo.ca/infofin/Forms/forms.html>.
- Send the completed and signed form to Gloria Pageau, Finance-ECH.
- Finance-Accounts Payable will process the request and issue a cheque payable to the Custodian for the increased amount.



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DECREASING THE CHANGE FUND

- For departments that are authorized to prepare bank deposits, include the excess funds in a bank deposit with a credit to the Department's change fund account, object 1050.
- For all other departments, take the excess cash to Student Accounts, Needles Hall, for deposit to the department's change fund account, object 1050.

CHANGING THE CUSTODIAN

- Complete the "Request for Change of Custodian" form, found on the Finance website at <http://www.adm.uwaterloo.ca/infobin/Forms/forms.html> and send to Gloria Pageau, Finance-ECH.
- The request should be approved by the Dean, Chair/Director or Department Head.

CLOSING THE CHANGE FUND

- When a change fund is no longer required deposit the cash as outlined in the "Decreasing the Change Fund" section above.

REPORTING LOST OR STOLEN CHANGE FUNDS

- If funds have been lost or stolen notify UW Police immediately.
- If the fund is still required, prepare a Request for Payment, Form 5058-2, for the amount lost or stolen and provide a Department expense account, i.e. object 6660 or 6540.
- Include a copy of the police report and forward to Finance-Accounts Payable, ECH for replenishment.
- If the fund is no longer required, please inform Gloria Pageau to close the account.

STORAGE OF THE CHANGE FUND

The change fund should be kept locked at all times and stored in a safe and secure location. Access to the change fund should be limited to only a few authorized individuals as deemed necessary by the department.

ANNUAL VERIFICATION OF THE CHANGE FUND

Annually, Finance will send a confirmation letter to each Custodian. The Custodian and a one-up reviewer should both sign the confirmation letter to declare the balance in the change fund is correct. If the balance is not correct, indicate as such on the letter. Finance will follow-up to resolve the matter.



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FORMS

The following forms are located on the Finance website at:

<http://www.adm.uwaterloo.ca/infofin/Forms/forms.html>

- Request for a New Change Fund
- Request for Change of Custodian
- Request for Change of Fund Amount
- Form #5058-2, "Request for Payment Form", can be ordered using the Central Stores website, <http://www.adm.uwaterloo.ca/infostor/catalogue.html>