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## CHANGE FUNDS POLICY

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<b>CATEGORY:</b>	Cash & Cash Equivalents	<b>POLICY #:</b>	TBD
<b>IMPLEMENTATION DATE:</b>	July 1, 2015	<b>UPDATE DATE:</b>	October 1, 2019

### PURPOSE

This policy is to ensure funds established to support change-making activities (Change Funds) comply with the mission of the Cal State Fullerton Philanthropic Foundation (CSFPF) and used for philanthropic intent. This policy is in accordance with Integrated CSU Administrative Manual (ICSUAM) Section 6000 and California State University, Fullerton (CSUF) Cash Management Policy.

### SCOPE

This policy establishes procedures for use and custody of change funds. Failure to follow this policy may result in personal liability.

### POLICY

#### 1. Authorization Personnel

- a. CSUF personnel who has received compliance training is authorized as Custodian to request, obtain, and return change funds<sup>1,2</sup>.
- b. Authorized personnel must provide evidence of compliance training annually.

#### 2. Change Fund Custodian

- a. Custody of change funds shall be assigned to one individual, and cannot be independently transferred to another. The assigned individual will be recognized as the Change Fund Custodian<sup>1,2</sup>.
- b. The Change Fund Custodian is responsible for the amount advanced and shall be held liable for misuse or mismanagement of funds<sup>2</sup>.
- c. The Change Fund Custodian may request funds up to \$500 through the Foundation Check Request process.

### 3. Change Fund Security

- a. When not in use, the change fund cash shall be placed in a safe or locked receptacle in a properly secured area with access by only authorized personnel<sup>1,2</sup>.
- b. When the change fund is no longer needed or upon separation or transfer of the Change Fund Custodian, the change fund shall be closed out, reconciled, and its cash re-deposited with the CSFPF cashier. Transfer of change funds to another person is not authorized<sup>1,2</sup>.

### 4. Change Fund Transaction Restrictions

- a. Change fund can only be used for CSFPF authorized events and activities.
- b. Cash handlers shall not exchange checks, credit card transactions, or any other cash equivalent for currency<sup>1,2</sup>.
- c. The Change Fund Custodian shall do all change making from the change fund's reserve<sup>1,2</sup>.
- d. Change funds may not be used for personal use, loans, advances, payment of services<sup>2</sup>, rentals, prizes, awards or travel reimbursements. **NOTE: Payment of services, rentals, prizes or awards must be made through CSFPF's Accounts Payable to facilitate 1099 reporting of taxable income.**

## 5. Change Fund Theft

- a. In the event of theft, Campus Police shall be notified immediately and reported the following details to CSFPF:
  - i. Date and time of theft
  - ii. Amount of theft
  - iii. Circumstances involved
  - iv. Copy of police report
  - v. Prevention taken to mitigate similar occurrences <sup>1,2</sup>

## 6. Initiating A Change Fund Request

- a. Initiate a change fund request by completing a CSFPF Check Request form. The Change Fund Custodian's information must be reflected in the Vendor/Payee section, a justification/business purpose must be provided in the Description area, and Object Code number 1230 (Advance/Change Fund) should be entered into the account portion of the form.

## 7. Close Out, Reconciling, and Re-Depositing of Change Funds

- a. At the end of an event/activity, all currency and cash equivalent must be verified, processed, and document conjointly by at least two (2) CSUF employees before a deposit is finalized. **Cash exceeding \$1,000, or cash and cash equivalents accumulatively exceeding \$5,000, will require a campus police escort from one location to another<sup>2</sup>.**
- b. All currency and cash equivalent received shall be reconciled with subsidiary records, such as receipts, and attached to the CSFPF Deposit form as supporting documentation.
- c. Change funds must be deposit separately from all other currency and cash equivalent, which are to be reconciled by deposit type and itemized by the following object codes:

Object Code	Object Code Name
1230	Change Fund
6500	Non-Gift

6507	Gift
6517	Benefits/Premiums
6561	Raffle Income

- d. All cash and cash equivalents (including Change Funds) must be delivered to the Foundation Cashier along with any related supporting documentation (deposit form, cash count sheets, event reconciliation, receipts, etc.) within five (5) business days of the event.

**Policy References:**

[<sup>1</sup>Integrated CSU Administrative Manual for Financing, Treasury, and Risk Management](#)

[<sup>2</sup>CSUF Cash Management Policy](#)