

IMPREST CASH AND CHANGE FUNDS POLICY

POLICY NUMBER: 207
DATE ADOPTED: November 17, 1998
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I. GENERAL

- A. An Imprest Cash Fund (or Petty Cash Fund) is used for services or materials which are a legal charge against the County.
- B. A Change Fund is used for making change, when necessary, in carrying out official work.

II. AUTHORITY LIMITS

- A. Department heads request Imprest Cash and Change Funds under the provisions of Government Code Section 29321. Only the Board of Supervisors can authorize the establishment and increase of a Revolving Fund.
- B. Government Code Sections 29326 and 29327 limit the use of the Imprest Cash Fund to services and materials which are a legal charge against the County and include a requirement for cash receipts, except when the amount is less than one dollar (\$1.00).
- C. Government Code Section 29325 authorizes the use of a Change Fund as a whole or as part of the authorized Revolving Fund.
- D. Departments must adopt strict control through written procedures to ensure proper financial accounting at all times. The Department Head is strictly and personally accountable for the specified total amount of cash authorized by the Board of Supervisors.

III. ACCOUNTING

- A. All Revolving Funds may be replenished up to the authorized amount during each fiscal year. Departments shall prepare a County claim form and submit the claim with proof of purchase to the Auditor-Controller for reimbursement.
- B. Revolving Funds must be replenished at least annually.
- C. Departments authorized a Change Fund, or using part of their Revolving Fund as a Change Fund, must establish an overage and shortage schedule. Daily overages/shortages will be posted to this schedule.
- D. Net difference in the overage/shortage schedule must be closed out at the end of each fiscal year. Overages are to be deposited in the Treasury, and all shortages replenished by submitting a claim to the Auditor-Controller.

POLICY OF THE COLUSA COUNTY BOARD OF SUPERVISORS

HISTORY

First Adopted: 11/17/98

Amended: