

## Change Funds

At various times, it may become necessary to have change available during campus or club events. Strict controls must be maintained by keeping change funds in a locked box in the school vault accessible by only the bookkeeper and the principal when not in use.

Sponsors needing change funds for events during the school year must check out the funds from the bookkeeper and return these funds at the end of the event.

- Bookkeepers must track these change funds using a **Change Fund Tracking Form**.
- Sponsors such as librarians may keep their change fund throughout the school year and return these funds to the Campus Bookkeeper at the end of the school year as long as this money is kept locked in a secure location.

Change funds must be deposited once the event is over and no later than the end of the school year.

**Change funds may not be used for small emergency purchases without prior approval from Finance.**

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Procedures for maintenance of change funds are as follows:

### To request a change fund:

- The bookkeeper submits a Payment Voucher payable to Petty Cash – Bookkeeper Name
- Account code is
  - Operating (Athletics) - 199.00.1151.00.901.y.00.000
  - Operating (Fine Arts) – 199.00.1151.00.000.y.00.500
  - Food Service – 240.00.1151.xx.000.y.00.000
  - Campus Activity - 461.00.1151.00.ORG.y.00.zzz
- Amount requested should be broken down by currency & coin
- Date needed must be given

### To deposit the change fund at the end of the school year:

- Bookkeeper verifies change fund amount being re-deposited with the principal.
- Bookkeeper processes the deposit using the appropriate fund deposit form.
- The account code will be same as on the Payment Voucher when the change funds were requested.