

# TVUSD Procedure for ASB Change Fund

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The ASB change fund is not the same as a petty cash fund and therefore cannot be commingled.

The change fund will **ALWAYS maintain a balance of \$50.00**. As sales are made, the change fund is used to allow for change to be given to the customer when larger bills are presented.

**At no time should this change fund money be used as cash payment for ASB expenditures** and the balance should never be greater than or less than \$50.00. Funds collected for ASB sales should be prepared for deposit when received. All ASB purchases must be paid via check.

## Procedures:

- A check will be issued to the ASB Advisor for \$50.00 to establish the ASB change fund.  
The ASB Advisor will need to cash the check to obtain small bills (\$1.00's & \$5.00's).
- The fund will be stored in a locking bag or locking cash box, preferably in the site safe.
- The ASB Bookkeeper will monitor the change fund to make sure there are enough \$1.00's and \$5.00's.
- A dual count of the change fund will be performed twice a week.
- The change fund will be deposited at end of semester. The deposit will be for \$50.00 and will bring the change fund balance to \$0.00.
- At the beginning of the new semester, a check will be issued to the ASB Advisor to reestablish the ASB change fund and the process of cashing the check for small bills will occur once more.