



Petty Cash – Change Fund

Office of the Comptroller
Treasury Services Division

"Delivering Outstanding Services"



Change Fund

Definition

Petty Cash Change Fund – Accounts used solely for making change in across-the-counter cash transactions

Requirements

- Departments with a cashiering function
- Provide change for cashier cash drawers
- Request to increase/ decrease the change fund



Change Fund Departments

- Comptrollers
- One Stop Shop
- Municipal Court
- Health
- Environmental Services
- Parks and Recreation
- Library
- Zoo
- Tax Office
- Airport
- MCAD
- International Bridges

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Change Fund Process

- Requesting department completes standard "Coin and Currency Worksheet" form
- Request submitted to associate accountant in Treasury division of Office of the Comptroller
- Treasury will review and process request
- Request submitted to Wells Fargo
- Armored car service will deliver cash when picking up daily deposit at department site



Overages / Shortages

- “Over/ Short Report” is required to be completed by department
- Overages
 - Monies will be turned into City Cashier and General Ledger account for miscellaneous revenue will be used to record the amount
- Shortages
 - “Over/ Short Report” will provide the General Ledger account number for the shortage to be expensed to
 - If the amount is \$100 or greater it will be sent to CFO for approval



Questions or Comments

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