Instructions for Completing Change in Custodian for Imprest Cash and Change Funds

1. Complete the following information:

   Report date - date the report is being prepared.
   Fund Code - Fund code in Banner associated with cash fund.
   Organization Code - Organization Code associated with department in Banner.
   Department - Name of Department.

2. Determine whether you have <u>Imprest Cash Funds</u> or <u>Change Funds</u> and complete that section of the form.
   A. Below describes each row of the **Imprest Cash Fund** section.
      a. **Amount Authorized** - amount to be kept at all times by the Fund Custodian. This amount must match Banner.
      b. **Increases (Decreases) to Amount Authorized** - adjustments to the authorized amount. This must be approved/signed by the Department Approver and attached.
      c. **Ending Amount Authorized** - sum of amount authorized plus increases (decreases) to the amount authorized (Item a and b).
      d. **Cash on Hand** - physical cash that is currently held by the Fund Custodian.
      e. **Original Receipts in Purchases** - sum of receipts that have not been submitted for reimbursement to imprest cash fund, but cash was used from the fund for the purchase. Copy of receipts must be included.
      f. **Reimbursements in Process** - sum of Banner Direct Pay Forms that have been submitted for reimbursement but check has not been issued by Accounts Payable. Provide copy of documents submitted for reimbursements and approved/signed by Department Approver.
      g. **Total** - sum of items d-f above.
      h. **Overage/(shortfall)** - difference in item c and g. This cell is a calculation formula, cell F14 less F19.
      i. **Explain overage/(shortfall) in the fund** - If an amount other than $0 is calculated in the Overage/Shortfall line, please provide an explanation.

   B. Below describes each row of the **<u>Change Fund</u>** section.
      a. **Amount Authorized** - amount to be kept at all times by the Fund Custodian. This amount must match Banner.
      b. **Increases (Decreases) to Amount Authorized** - adjustments to the authorized amount. This must be approved/signed by the Department Approver and attached.
      c. **Ending Amount Authorized** - sum of amount authorized plus increases (decreases) to the amount authorized. (Items a and b).
      d. **Cash on Hand** - physical cash that is currently held by the Fund Custodian.
      e. **Overage/(shortfall)** - difference in item c and d. This field is a formula, cell N14 less N16.
      f. **Explain overage/(shortfall) in the fund** - If an amount other than $0 is calculated in the Overage/Shortfall line, please provide an explanation.

3. Outgoing Fund Custodian and Department Head must legibly sign and date form.
4. New Fund Custodian and Department Head must legibly sign and date form.
5. Scan form and supporting documentation to computer for uploading to Sharepoint Site.
6. Upload Change in Custodian Form and any supporting documentation to the Cash Management Sharepoint Site.

Instructions for Uploading Change in Custodian Form to Cash Management Sharepoint Site

1. Go to Sharepoint Site https://collab.ecu.edu/sites/PCI_Compliance/CashControl/SitePages/Home.aspx
2. Click **new document.**

Financial Services Compliance   Cash Control   PCI Compliance

Cash Control

Cash Control

⊕ new document or drag files here

✓	🗋	Name		Modified	Modified By
	📁	Change Custodian	...	4 days ago	Higdon, David
	📁	Monthly Recon	...	4 days ago	Higdon, David

Newsfeed

Start a conversation

3. Browse files and add file that was created in Step 5 of Instructions for Change in Custodian Form. Click **OK.**

ⓘ Content Organizer: Documents uploaded here are automatically moved to the correct library and folder after document properties are collected.

Choose a file
Browse to the document you intend to submit.   Browse...

Upload files using Windows Explorer instead

OK   Cancel

4. **Content Type**: Select Change Custodian from drop down.
5. **Name** - should show name of file you attached in step 3 above.
6. **Department** - your department.
7. **Location** - Include physical location of funds.
8. **Notes** - Not required; however, add anything that needs to be shared.
9. Click **Submit.**

Submit   Cancel

Content Type   Change Custodian ⌄

Name *   A Proper Setting   .xls

Department

Location

Notes

Created at 2/17/2016 9:39 PM by ☐ Coleman,. Stephanie   Submit   Cancel
Last modified at 2/17/2016 9:39 PM by ☐ Coleman,. Stephanie

9/29/2016 FS

Content Type   Change Custodian ⌄

Name *   A Proper Setting