

# RENSELAER

## Operating Fund and Change Fund Procedures Effective May 4, 2018

### Introduction

Operating funds and change funds will be made available to certain departments where a need is warranted (such as Student Union, Athletics, Residence Life, First Year Experience, and EMPAC).

Based upon the specific need an Operating Fund or a Change Fund will be established after approval by the AVP of Finance/Contoller.

### Definitions

#### Change Fund

A Change Fund will function as a “change” box where cash is available for people to “make change” during an event (such as parents weekend for the Office of First Year Experience). These funds are signed out from the Cashier in the Bursar Office at the start of an event and returned to the Bursar Office the next business day after the conclusion of the event.

#### Operating Fund

An Operating Fund is established and maintained within the department on an ongoing basis and is replenished as needed. These funds will be established via a check issued to the custodian. These funds will be established for offices such as but not limited to the Student Union, Athletics, Residence Life and EMPAC. The funds are used for such things as:

- pay small expenses relating to on-campus events (such as paying ball boys in Athletics, giving funds to RA’s for dorm events, providing funds to student clubs/organizations as authorized)
- make change as necessary
- used to sell tickets to events
- used to sell merchandise

**These funds are NOT to be used for purchasing Institute goods or services nor is it to be used as a petty cash fund for employee reimbursements. Reimbursements and purchases are limited to student clubs/organization activity and Resident Assistant type activities. All Institute administrative purchases must be processed through OSCAR as a requisition or a direct pay. Violation of this policy could result in the Operating Fund being closed.**

## Requesting Funds

To request funds, a department representative must complete an **Operating Fund and Change Fund Request** form and submit it to the Controller's Office for review and approval by the AVP of Finance/Controller. (see form below)  
Requests must be made at least 10 days prior to the required date.

## Change Fund Procedure

If the request is approved:

- for **Change Funds** the Controller's Office will inform the Bursar Cashier Office and the requesting office if the request for funds were approved.
- The custodian will need to pick up a cash box from the Bursar Cashier's Office and sign a **Change Fund: Receipt of Funds Acknowledgement** form (see below).
- The funds received must only be used as intended.
- The full amount issued must be returned to the Cashier in the Bursar Office the next business day after the end of the event and sign a **Change Fund: Return of Funds Acknowledgement** form (see below).
- Additional funds taken in must be deposited at the Cashier's Office using a Deposit Transmittal Form found on the Finance web site.

## Operating Fund Procedure

If approved:

- for **Operating Funds** the request will be returned to the requestor as authorized.
- The requestor must complete a Direct Pay Request in OSCAR attaching the approved memo as support.
- A check will be made payable to the custodian. The custodian must report to the Proctor's Building to pick up the check.
- The custodian must sign an **Operating Fund, Receipt of Funds Acknowledgement**, acknowledging the receipt and control of the cash. (see form below)
- The check may be cashed at SEFCU in the Student Union or at the Cashier in the Bursar's Office.

- The funds must be maintained in a locked box or safe located in a secure area of the office.

### **Operating Fund Replenishment**

An **Operating Fund Replenishment Request and Reconciliation** form must be completed, authorized and submitted through OSCAR as a Direct Pay to a Custodian of the Operating Fund. (see form below) Reconciliation and replenishment should be performed on at least a monthly basis. This process should be performed by the custodian of the fund and then reviewed and approved by the custodian's supervisor. Documentation of the reconciliation, approved by the supervisor should be submitted to the Controller's Office on a monthly basis (see form below.)

### **Operating Fund Reconciliation Certification**

A certification is to be completed and submitted to the Controller's Office on the 1<sup>st</sup> work day of each month. The supervisor must review the reconciliation of the operating fund in his/her organization and certify that all funds are accounted for either in cash or with a valid original receipt. E-mail the certification form to [Accounting@rpi.edu](mailto:Accounting@rpi.edu). Failure to submit timely could result in the fund being closed. The certification form is included below in this document.

### **Operating Funds Maintenance/Audit**

The fund will be audited by the Controller's Office at least once every six months.

Should the custodian discover that the fund contains an unexplained overage or shortage, it should be explicitly documented at the time noted. The custodian's supervisor is to verify the overage or shortage. The overage or shortage must be reported to the Controller's Office immediately upon discovery.

Stolen assets require a formal written report with the Public Safety Office. A copy should be sent to the Controller's Office to authorize charging the loss to the departments account in order to replace the fund.

The custodial department must provide a secure location with only the custodian having access. The alternate custodian will have access to a duplicate cash box key and the supervisor will have access to a duplicate file drawer key. Any similar security method is acceptable.

There must be an employee identified as an alternate custodian in the event of a planned or unplanned absence of the custodian. The following procedures are appropriate:

Unplanned absence:

- supervisor uses the duplicate file drawer key and the alternate custodian uses the duplicate cash box key to access the fund
- supervisor and alternate custodian count and reconcile the fund together and document results
- when custodian returns, the fund is counted again while the two custodians are present

Planned absence:

- custodian will give the alternate custodian the keys necessary to access the funds
- custodian and alternate custodian count the fund together
- when custodian returns, the fund is counted again while the two custodians are present

The custodian for the cash box must not commingle other funds within the cash box. Such personal/non-Institute funds must be maintained separately (such as; Coffee funds, postage funds, etc).



**RENSSELAER**  
Operating Fund  
Receipt of Funds Acknowledgment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Name

I, \_\_\_\_\_, have received the check in my name  
(please print)  
which has an authorized level of \$ \_\_\_\_\_. I acknowledge receipt of this money  
and agree to perform responsibilities as the official custodian.

Received by:

\_\_\_\_\_  
Official Custodian

**THIS MEMO TO BE MAINTAINED IN FINANCIAL REPORTING**

**RENSELAER**  
**Change Fund**

**Receipt of Funds Acknowledgment**

<p>_____</p> <p>Date</p>	<p>_____</p> <p>Organization Name</p>
<p>I, _____, have received the cash for a Change Fund (please print) in the amount of \$ _____. I acknowledge receipt of this money and agree to perform responsibilities as the official custodian.</p>	
<p>Received by: _____ Official Custodian Signature</p>	<p>Issued by: _____ Cashier Signature</p>

**Return of Funds Acknowledgment**

<p>Date: _____</p>	<p>Amount \$ _____</p>
<p>The above Change Fund was returned to the Cashier.</p>	
<p>_____</p> <p>Custodian Signature</p>	<p>_____</p> <p>Cashier Signature</p>

**THIS MEMO MAINTAINED BY THE CASHIER IN THE BURSAR'S OFFICE**

**RENSELAER**

**Operating Fund Reconciliation and Replenishment Request**

Organization \_\_\_\_\_ Date \_\_\_\_\_

- 1. Original amount of fund \$ \_\_\_\_\_
- 2. Amount of cash expenditures (receipts to support attached) \$ \_\_\_\_\_
- 3. Cash over/short (must be charged to acct code 095 below) \$ \_\_\_\_\_
- 4. Amount of cash on hand (counted by custodian) \$ \_\_\_\_\_
- 5. Total of Lines 2, 3 and 4 (must match Line 1) \$ \_\_\_\_\_
- 6. Total of Lines 2 and 3 (must match detail below) \$ \_\_\_\_\_

7. Replenishment FOAPAL(s) defined below: (must equal Line 6 above)  
Detailed receipts must be attached to support the replenishment amount. One line per unique FOAPAL.

Fund	Org	Acct.	Prgm	Activ	Loc	AMOUNT
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____

TOTAL(must match line 6 above) \$ \_\_\_\_\_

\_\_\_\_\_  
Authorized Supervisor Signature                      Printed Name                      Date

\_\_\_\_\_  
Custodian Receiving Reimbursement Signature      Printed Name                      Date

This document for replenishment MUST be processed through OSCAR as a Direct Pay Request. The reimbursement check will be made out to the individual signing above as the Custodian.



**RENSELAER**  
**Operating Fund Reconciliation Certification**

This certification is to be completed and submitted to the Controller's Office on the 1<sup>st</sup> work day of each month. E-mail to Accounting@rpi.edu. Failure to submit timely could result in the fund being closed.

Date \_\_\_\_\_

Organization Name \_\_\_\_\_

Month/Year of Reconciliation\_\_\_\_\_

Fund Amount \$\_\_\_\_\_

I certify that I have reviewed the reconciliation of the operating fund in my Organization and the fund has been accounted for either in cash or with a valid orginial receipt.

I certify that I have reviewed the reconciliation of the operating fund in my Organization and the fund is out-of-balance.

I show an overage

I show a shortage

I am working with the Controllers Office on a resolution.

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Organization Supervisor Signature

Print Name

Date