

|   |   |
|---|---|
| <b>Title:</b> Administrative Policy<br>Cash Funds | <b>Policy No.</b><br>Part 4, Financial Administration<br>Chapter 3, Accounting<br>Section 2 |
|   | <b>Effective Date</b><br>February 13, 2018  |
| <b>Policy Custodian</b><br>Finance                | <b>Adoption/Revision Date</b><br>February 13, 2018/February 2021                            |

**Adopting Resolution(s):** CC18-056

**References (Statutes/Resos/Policies):** CRS 30-10-707; CC86-249, CC87-1018, CC88-97, CC91-24, CC08-168

**Procedure:** Cash Funds Procedure

**Purpose:** To allow for the use and management of cash funds that are not under the responsibility of the Treasurer but are necessary to expedite miscellaneous purchases that are not efficiently handled through the purchasing policy.

**Policy:** Cash Funds

A. Fund Types

1. Cash Fund – A change fund, petty cash fund, or an imprest cash account.
2. Change Fund – A fund established by a division or office that receives cash in order for it to make change.
3. Petty Cash Fund – A fund established to allow cash payment for small, incidental expenses.
4. Imprest Cash Account – A bank account that is established by a County office or department other than the Treasurer for the purpose of paying operating expenses.

B. Establishment and Management of Cash Funds (not under the responsibility of the Treasurer)

1. The Deputy Director or Deputy CFO is authorized to establish new cash funds or increase the value of existing cash funds in accordance with the Procedure that implements this policy.
2. The Finance Division shall monitor all cash funds.

C. Reconciliation and Review

Reconciliation and Review should be conducted in accordance with the Procedure that implements this policy.