Instructions for Completing the Imprest Cash and Change Fund Monthly Reconciliation Report

1. Complete the following information:

   **Report date** - date the report is being prepared.
   **Month ending date** - last date of the month.
   **Fund Code** - Fund code in Banner associated with cash fund.
   **Department** - Name of Department.

2. Identify whether you have **Imprest Cash Funds** or **Change Funds** 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 from fund was used to make 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 Banner Direct Pay Form submitted for reimbursements.
      g. **Total** - sum of items d-f above.
      h. **Overage/(shortfall)** - difference in item c and d. This field is a 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 **Change 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. **Overage/(shortfall)** - difference in item c and d. This field is 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. If overage, make deposit of excess over authorized. If shortfall, prepare ID Charge. Refer to Standard Operating Procedures for Imprest Cash and Change Fund.

4. Fund Custodian and Department Head must legibly sign and date form.

5. Scan form and supporting documentation to computer for uploading to Sharepoint Site using naming scheme of YYYY-MM Department. (i.e. 2016.02 Student Health).
6. Upload Reconciliation Report and any supporting documentation to the Cash Management Sharepoint Site by the 10th of each month.

**Instructions for Uploading to Cash Management Sharepoint site**

1. Go to Sharepoint Site [https://collab.ecu.edu/sites/PCI_Compliance/CashControl/SitePages/Home.aspx](https://collab.ecu.edu/sites/PCI_Compliance/CashControl/SitePages/Home.aspx)
   Access must be given. Contact Compliance Management for access.
2. Click **new document**.

3. Browse files and add file that was created in Step 5 of Instructions for Reconciliation Report above. Click **OK**.

4. **Content Type**: Select Monthly Recon 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**.