



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

FRONT DESK CHANGE FUND

Effective Date: May 22, 2020

Policy: BS-07

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- I. **PURPOSE:** To establish policy and procedure for the Front Desk Change Fund.
- II. **POLICY:** The Front Desk change bag will serve as a change fund for the Front Desk in the amount of \$20.00 to use in sale of visitor meal tickets.
- III. **DEFINITIONS:** None.
- IV. **RESPONSIBILITIES:**
 - A. **Accountant:** Management of the Change Fund as outlined in this policy.
 - B. **Hospital Operations Specialist:** Reconciling the funds and safeguarding the funds and money bag key during regular work hours.
 - C. **Security Officer:** On the afternoon shift to lock the funds in the night deposit box before afternoon shift has ended. The Security Officer on morning shift to retrieve the funds from the night deposit box between the hours of 6:00 a.m. and 7:00 a.m. for the Hospital Operations Specialist.
 - D. **Chief Financial Officer:** Ensures appropriate procedures are in place to allow accuracy of imprest cash.
- V. **PROCEDURES:**
 - A. The Business Office will provide the Hospital Operations Specialist with a locking bank bag containing \$20.00 in cash. The cash will consist of two \$5.00 bills and one bundle of ten \$1.00 bills.
 - B. The money in this bag will only be used to make change for visitors purchasing a meal ticket. This money *will not* be used as petty cash to purchase any merchandise.
 - C. Meal tickets cost \$2.00 per person per meal.
 - D. The Hospital Operations Specialist, using the Reconciliation Form provided by the Business Office, will reconcile the change fund at the end of every shift (Attachment A).

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- E. Safeguarding the key will be the responsibility of the Hospital Operations Specialist.
- F. A Security Officer will be notified when the bag is reconciled and will lock the bag in the night deposit box. In the morning, the Security Officer will retrieve the bag for the Hospital Operations Specialist during the first hour of their shift.
- G. The Hospital Operations Specialist will submit funds every two weeks to the Receiving Clerk, along with the Reconciliation Forms. The Receiving Clerk will receipt the funds. The Accounting Tech will deposit the funds in the Treasury Deposit and keep the reconciliation forms on file.
- H. Meal tickets are kept in the Business Office Safe and issued to the Front Desk Hospital Operations Specialist as needed. The Hospital Operations Specialist and Business Office staff will sign the Meal Ticket Form when issued (Attachment B).

VI. REFERENCES: None.

VII. COLLABORATED WITH: Director of Health Information, Security Officer Supervisor (Safety Officer), and Hospital Administrator.

VIII. RESCISSIONS: BS-07, Front Desk Change Fund dated September 9, 2016; BS-07, *Front Desk Change Fund* dated August 21, 2016; BS-07, *Front Desk Change Fund* dated May 2, 2011; BS-07, *Front Desk Change Fund* dated December 1, 2007; BS-07, *Front Desk Change Fund* dated November 17, 2004; BS-07, *Front Desk Change Fund* dated August 1, 2003.

IX. DISTRIBUTION: All hospital policy manuals.

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Chief Financial Officer.

XII. ATTACHMENTS: For internal use only.

- A. Reconciliation Form (Meal Ticket Change Fund Form)
- B. Meal Ticket Form

Signatures:

Kyle Fouts
Hospital Administrator

Tracey Thun
Chief Financial Officer