



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

IMPREST CASH ACCOUNT

Effective Date: May 22, 2020

Policy: BS-02

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- I. PURPOSE:** To establish conditions and procedures for use of Imprest Cash Account.
- II. POLICY:** The Imprest Cash Account will serve as a Petty Cash Fund in the amount of \$160.00 and also serve as a Change Fund for the Canteen in the amount of \$345.00; all sums to equal \$505.00.
- III. DEFINITIONS:** None.
- IV. RESPONSIBILITIES:**
 - A. Accountant: Following this policy and management of the Imprest Cash Account.
 - B. Chief Financial Officer (CFO): Ensures appropriate procedures are in place allowing accuracy of the Imprest Cash Account.
- V. PROCEDURE:**

All procedures and internal controls adhere to Montana Operating Manual, Non-Treasury Cash Accounts 326.

 - A. Petty Cash Fund:
 1. A fund of \$160.00 is to be maintained in the Accounting Office. This fund is to be utilized for small incidental purchases; reimbursement for claims; patient travel allowances for patients discharged without funds. All disbursements from the fund require appropriate documentation substantiating the withdrawal.
 2. Accounting staff will prepare the Petty Cash Fund Report Form (Attachment A). Upon completion, this form and the substantiating documentation are given to the accountant for encoding the account distribution. This request along with all supporting documentation is given to the accounting tech for preparation of a Pay Voucher. The Pay Voucher is made payable Petty Cash. The Pay Voucher is reviewed and approved for processing by the accountant, accounting supervisor or CFO. Upon receipt, the Warrant is delivered to the accountant who verifies that the amount of the Warrant agrees with the reimbursement request. Upon this verification, the accountant cashes the Warrant and delivers the cash along with a copy of the receipt to accounting staff for inclusion in the Petty Cash Fund. At this time, the delivering accounting tech signs the Petty Cash Daily Report as

having delivered the funds, and the accountant signs the Petty Cash Daily Report as having received the funds.

B. Canteen Change Fund:

1. A fund of \$345.00 is to be maintained for the Canteen Change Fund. The distribution of this fund is as follows:

Daily Change Fund	\$85.00
Extra Daily Change Fund	\$85.00
Safe Change Fund	\$ 85.00
Weekend Change Fund	\$90.00 (2 bank bags of \$45 each)

2. The Daily Change Fund is utilized for the sole purpose of change in the Canteen cash register. Prior to opening the next business day, the fund is picked up by the canteen store manager at the Business Office.
3. The Safe Change Box of \$ 85.00 is kept in the Business Office safe at all times. It is utilized to make change for the Canteen Change Funds.
4. The Weekend Change Fund consists of *two* (2) locking bank bags containing \$45.00 each. These bags are utilized as the Weekend Change Fund for the Canteen. The bags which are prepared by the accountant are placed in the Business Office safe and before Friday they are deposited in the locked strong box located at the Front Desk. Prior to the opening of the Canteen on weekends, the employee assigned to the Canteen reports to the Front Desk and is met by the Security Officer who retrieves *one* (1) of the bank bags to be given to the Canteen employee for the day's business. At the end of the day, the change bag and the day's receipts are deposited in the locked night depository located at the Front Desk. On the next regular business day, the accounting clerk retrieves these bags for counting and deposit in the Canteen Revolving Account.
5. **Reconciliation:** The Imprest Cash Fund will be reconciled on a monthly basis by the accountant, accounting supervisor or the CFO. This reconciliation is accomplished using Form AD-9 (Attachment B). The completed original is retained on file in the Business Office for audit purposes. This reconciliation is to be completed by the tenth working day of the month following the month being reconciled.

VI. REFERENCES: Montana Operating Manual, Non- Treasury Cash Accounts 326.

VII. COLLABORATED WITH: Chief Financial Officer, Accounting Supervisor, Accountant.

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- VIII. RESCISSIONS:** BS-02, *Imprest Cash Account* dated January 7, 2019; BS-02; BS-02, *Imprest Cash Account* dated May 6, 2015; BS-02, *Imprest Cash Account* dated May 2, 2011; BS-02, *Imprest Cash Account* dated December 1, 2007; BS-02, *Imprest Cash Account* dated November 17, 2004; BS-02, *Imprest Cash Account* dated May 15, 2001; BS-02, *Imprest Cash Account* dated February 14, 2000; H.O.P.P 12-02I.07687, *Imprest Cash Account* dated April 12, 1989.
- 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. Petty Cash Fund Report Form
 - B. Form AD-9

Signatures:

Kyle Fouts
Hospital Administrator

Tracey Thun
Chief Financial Office