

# AccountingTools

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## Imprest fund

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An imprest fund is a small amount of cash that is set aside for use in paying for [incidental expenses](#). The fund is typically stored in a box or drawer, and is controlled by a custodian who has the authority to make payments. When a payment is made, the custodian hands out cash and replaces it with a [voucher](#) that states the purpose of the payment. When the amount of cash in the fund is drawn down to a low level, additional cash is forwarded to it from the company's central accounting system, and the vouchers are used to prepare a [journal entry](#) that charges the disbursements to [expense](#).

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 Steven Bragg

 Cash Management

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 Internal check

Internal service fund 

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