**PETTY CASH/TRUSTEE ACCOUNT REQUEST TO OPEN/CLOSE/TRANSFER**

CO-1052 Rev. 1/2025

**AUTHORITY:**

Connecticut General Statutes

[Sec. 3-112. Powers and duties.](https://www.cga.ct.gov/current/pub/chap_034.htm#sec_3-112) (a)(4) “prescribe the mode of keeping and rendering all public accounts of departments or agencies of the state and of institutions supported by the state […]; (5) prepare and issue effective accounting […] manuals for use by the various agencies of the state;”

[Sec 4-52. Trustee account defined.](https://www.cga.ct.gov/current/pub/chap_048.htm#sec_4-52) “As used in sections 4-53 to 4-55, inclusive, trustee account means any account operated in any state educational institution or welfare or medical agency for the benefit of the employees or students of such institution or agency, including so-called clients' funds in state hospitals,”

[Sec. 4-53. Establishment of trustee accounts.](https://www.cga.ct.gov/current/pub/chap_048.htm#sec_4-53) “The administrative head of any […] agency may, with the approval of the Comptroller and in accordance with procedures prescribed by the Comptroller, establish one or more trustee accounts.”

[Sec. 4-54. Management of trustee accounts.](https://www.cga.ct.gov/current/pub/chap_048.htm#sec_4-53) "(a) The management of such accounts may be under the control of students or employees other than those adjudged mentally ill but shall be under the supervision of the administrative head of the institution or agency, except that such accounts shall be under the total control of students under conditions hereinafter provided. The person acting as treasurer of any such account shall be bonded in an amount determined by the State Insurance and Risk Management Board."

**Questions: Central Accounts Payable Division, 165 Capital Avenue, Hartford, CT 06106** [**OSC.PETTYCASH@CT.GOV**](mailto:OSC.PETTYCASH@CT.GOV)

**INSTRUCTIONS:**

1. A CO-1052 is a request by an agency to either Establish, Close or Transfer Funds from the Petty Cash or Trustee Account.
2. A CO-1052 form should be completed and submitted electronically to [**OSC.PETTYCASH@CT.GOV**](mailto:OSC.PETTYCASH@CT.GOV)**.**
3. Business Unit, Agency Name, Name of Fund, and Date are all required fields for each type of request.
4. Select the appropriate check box request based on the intended purpose.
   1. APPROVAL TO ESTABLISH A NEW PETTY CASH/TRUSTEE ACCOUNT
      1. If a physical account is being opened, a copy of the CO-929 must be attached.
      2. A copy of your agency policy that governs the operation, periodic reconciliation, and closeout process for the account must be submitted for all new account requests.
      3. Requested Authorized Balance must be filled in.
      4. A detailed description of the activity associated with this account must be provided such as purpose, intended use of funds, etc.
   2. CLOSURE OF AN ESTABLISHED PETTY CASH/TRUSTEE ACCOUNT
      1. All fields (Fund Amount and Account Number) must be completed.
      2. A detailed reason for closure of the account must be provided. This should include how the funds are to be handled in final disbursement, either to trustees or back to state funds including the general fund.
   3. REQUEST TO TRANSFER FUNDS FROM ONE PETTY CASH/TRUSTEE ACCOUNT TO ANOTHER
      1. All fields (From Account Name, From Account Number, Destination Account Name, Destination Account Number, Transfer Amount) must be completed.
      2. Reason for the transfer of funds must be provided. This may include the agency’s authority to transfer the funds from one account to another. There may be an agreement between trustees or a rollover of accounts that should be noted. Sufficient details must be noted here in order to receive the approval.
5. Once the form has been filled out appropriately, the form must be signed by both the Custodian and the Agency Approver (If trustee account, parent agency).
6. The Comptroller will review the form in its entirety whether it is being submitted to establish a new account, close an existing account, or transfer funds. The Treasurer’s approval will be required for establishing new accounts or closing existing accounts only.
7. Once all necessary parties have reviewed the applicable sections and signed off, a fully vetted “final” copy will be distributed to all signing parties.