



PETTY CASH POLICY

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| Policy number | 2.1 | Version | 1.11 |
| Drafted by | M.Kruck | Approved by Committee | 05 Aug 2019 |
| Responsible person | D.Manning | Scheduled review date | 30 Nov 2022 |

INTRODUCTION

To deal with minor expenses, administrative units within SLNC need a procedure that is flexible yet consistent with the need to protect the SLNC's funds.

PURPOSE

This policy seeks to ensure that petty cash floats are established and managed appropriately, and that members are not financially disadvantaged as a result of incurring minor SNLC group-related expenses.

POLICY

Administrative units may seek the approval of the President to establish petty cash floats to deal with minor expenses. Any such floats must observe the nominated procedures.

AUTHORISATION

Signature of Secretary

Date of Approval by Committee

05 / AUG / 2019

Springfield Lake Nature Care Inc (SLNC)





PETTY CASH PROCEDURES

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RESPONSIBILITIES

It shall be the responsibility of the Management Committee members to consider any application by an administrative unit for a petty cash float. If approved, it is the responsibility of the Treasurer to be the Petty Cash Officer. It shall be the responsibility of the Treasurer to manage the amount of the float and to ensure that the procedures specified in this policy are implemented appropriately.

PROCEDURES

Petty Cash Limit

The amount of the petty cash float shall be as determined by the Committee from time to time, but in general should not exceed \$200. Any amount in the petty cash float over \$200 shall be returned to general funds.

Petty Cash Use

The Petty Cash Officer shall ensure that petty cash is used to cover only those expense reimbursements for which it is not feasible, or for which it is unreasonably inconvenient, to use normal purchasing methods such as using cheques, quotes or members expense reimbursement. Any expense that is predictable, regular and significant should be dealt with through normal accounting procedures.

Each Petty Cash Officer shall require all expenses incurred using petty cash funds to be substantiated by acceptable supporting documentation such as receipts, tax invoices, invoices, etc., and the documentation relating to each item shall be sufficient to establish the nature of the expenditure.

Each Petty Cash Officer shall retain acceptable supporting documentation of payments from the Petty Cash float and shall submit these with their accounts to the Treasurer for reimbursement.

Each Petty Cash Officer shall report the loss of any Petty Cash funds to the Treasurer as soon as the loss is discovered.

A tax invoice must be obtained for all purchases exceeding \$5 (GST inclusive).

Petty cash should be kept in a secure (locked) location and the key held securely.

The Petty Cash Officer cannot delegate control of the float to other employees. If the Petty Cash Officer is unavailable, payment cannot be made by that means.

Petty Cash Replenishment

Any petty cash requirements should be provided to the Treasurer.

If there is a need for additional finance, or if it is desired to increase the amount of the float, a special request must be made to the Treasurer.

Replenishments should be sought when sufficient funds remain for five business days of expected use.

RELATED DOCUMENTS

- [Authority to Sign Cheques Policy](#)
- [Reimbursement of Expenses Policy](#)
- [Credit Card/Financial Transaction Card Policy](#)

AUTHORISATION

Signature of President

Name of President

Date:


Luise Manning
05 / AUG / 2019

Policies can be established or altered only by the Committee. **Procedures** may be altered by the President.
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