

COMMUNITY LIVING BRANT  
POLICY AND PROCEDURE MANUAL

SUBJECT: Cash Advance	POLICY NO.: 4.1 PAGE 1 of 1
FILE UNDER SECTION: 4	EFFECTIVE DATE: February 20, 1992 REVISION DATE: October 2004 APPROVAL DATE: February 20, 1992

PURPOSE

To ensure the safeguarding and efficient use of Agency monies.

POLICY

Cash advances will be issued for the purchase of goods and/or services for Community Living Brant from suppliers who will only accept cash.

PROCEDURE

- 1.0 A Cheque Requisition (Form No.1 - CA) for a cash advance shall be forwarded to Accounts Payable and must meet the following criteria:
  - 1.1 Cheque is to be made payable to "Cash Advance"/Supervisor or designate.
  - 1.2 Requisition is not to be less than \$50.00 and not to exceed \$300.00.
  - 1.3 Requisition is to be authorized by the Program Supervisor or designate.
- 2.0 The individual cashing the cheque must endorse the back of the cheque.
- 3.0 All receipts for goods and/or services purchased must be retained. The receipt must contain vendor's name, date of purchase, amount of purchase and a description of the item purchased.
- 4.0 Each cash advance must be reconciled as follows:
  - 4.1 The Supervisor or designate completes and authorizes the Cash Advance Reconciliation Form (Form No. 2 - CA).
  - 4.2 Attach all receipts for goods and/or services purchased to the Reconciliation Form.
  - 4.3 Completed form and cash not spent must be returned to the General Accountant within fourteen (14) calendar days of date of issue of cheque.
  - 4.4 If the return date cannot be met, the General Accountant must be informed, in writing, prior to the return date, to indicate the reason for the delay and the expected return date.