

COMMUNITY LIVING BRANT
POLICY AND PROCEDURE MANUAL

SUBJECT: Petty Cash	POLICY NO.: 4.5 PAGE 1 of 2
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

Petty cash will be issued to programs in order to provide funds for emergency cash requirements and small program expenses.

PROCEDURE

- 1.0 To establish a petty cash fund, a Cheque Requisition (Form No. 1 - PC) shall be forwarded to Accounts Payable and must meet the following criteria:
 - 1.1 Cheque is to be made payable to "Petty Cash"/Supervisor or designate.
 - 1.2 Requisition is to be in an amount deemed reasonable for the program.
 - 1.3 Requisition is to be authorized by the Program Director or designate.
- 2.0 The individual cashing the cheque must endorse the back of the cheque.
- 3.0 Petty cash funds must be kept in a safe, secure place, to be accessed only by the Supervisor or designate.
- 4.0 All receipts for goods and/or services purchased with petty cash funds must be retained and kept with remaining funds. If a receipt is not available, a Petty Cash Voucher (Form No. 3 - PC) must be completed. The receipt/voucher must contain vendor's name, date of purchase, amount of purchase and a description of the item purchased.
- 5.0 Each petty cash fund must be reconciled as follows:
 - 5.1 Reconciliation will be done as required to replenish petty cash funds or at least once per month.

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PROCEDURE (CONTINUED)

- 5.2 The Supervisor or designate completes and authorizes the Petty Cash Reconciliation Form (Form No. 2 - PC).
- 5.3 Attach all receipts/vouchers for goods and/or services purchased to the Reconciliation Form.
- 5.4 The completed form must be returned to Accounts Payable for replenishment of the petty cash fund.
- 6.0 The Supervisor or designate will be required to attest, in writing, to the amount of petty cash in the Supervisor's or designates control annually at March 31st for audit purposes (Form No. 4 - PC).