

Petty Cash



Policy #	FIN-10	Date Created	May 2004
Authority	MANAGEMENT	Date of Last Review	September 2018

POLICY

The Manager of Administration is responsible for overseeing the maintenance of petty cash funds at the Centre.

PROCEDURE

The three funds are:

1. Manager of Administration \$100
2. Reception Team \$100
3. Social Committee \$50
4. The Manager of Administration records the activity in an accounts book.
5. Each expense must be supported by a receipt or voucher showing the name of the vendor. HST is also recorded at this point.
6. Petty cash payments should not exceed \$25.00, except for the purchases for community related programs that will take advantage of local merchants, suppliers and advertisements.
7. Unsupported payments will not be made.
8. The Manager of Administration verifies that petty cash is balanced at month end or sooner if needed, and will authorize replenishment of the fund as needed.
9. Petty cash is always kept in a locked box.