



OFFICE PETTY CASH POLICY

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Reason for Policy

This policy establishes the proper uses and administration of petty cash within the JRH Support office. When other disbursement methods cannot be used, petty cash provides a convenient way to pay for small expenses; but keeping cash in any office entails risk of misuse or theft. This policy provides procedures designed to mitigate these risks.

Appropriate use

Petty cash is for purchasing small items such as milk and coffee etc. for the office. It is not to be used for larger purchases such as office stationery or to pay for car park tickets etc.

Security

Petty cash is kept in a tin inside the office safe. The safe requires a key to open it which is locked away in the key cupboard.

Topping up

Petty cash is monitored weekly by the Finance Officer and topped up by the Finance Manager when required.

Procedure for use

Requests to withdraw petty cash must be emailed to the Finance Manager. On receipt of the request the Finance Manager will assess whether it is an acceptable use of petty cash and will respond to the request via email. The Finance Manager should check with one of the Directors if unsure about whether a request is acceptable or not.

Each time any purchase is made, the staff member must document this on the Office Petty Cash sheet, write down the balance in the safe, check the balance is correct and then sign. Receipts should be numbered and kept in the cash tin with the money. The receipt number should then be written in the receipt column (see below)

OFFICE PETTY CASH



Sheet No1.....

Date	Receipt	Details	Debit	Credit	Balance	Signed
18/07/16		Balance B/F			40.00	P.Battershall
19/07/16	1	Milk	£1.56	-	£38.44	S.Sutton
19/07/16	2	Coffee & Tea	£8.98	-	£29.46	N.Randall