

<b>Policy Reference Number:</b>	1.42
<b>Classification:</b>	General
<b>First Issued/Approved:</b>	8 September 2015 (Res. 83/2016 )
<b>Review Frequency:</b>	After the general election – every 4 years
<b>Last Reviewed:</b>	
<b>Next Review Date:</b>	September 2019
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Applicable Legislation:</b>	
<b>Relevant Policies:</b>	
<b>Related Procedures:</b>	
<b>Compliance Standard:</b>	

### **Purpose**

The purpose of the Petty Cash Policy and Procedure is to provide the parameters under which petty cash funds can be used for miscellaneous and business related expenditure of low value, where payment through the accounts payable system is not justified or appropriate.

### **Principles**

The Petty Cash Policy is intended to enable Council to balance the need for effective control over the acquisition of goods and services of low value, against the processing costs associated with low value acquisitions.

### **Scope**

The Petty Cash Policy and Procedure applies to all Employees of the District Council of Robe.

### **Definitions**

**Cashier:** Council Officer appointed by the Chief Executive Officer to take responsibility for the day to day management of the Petty Cash Float. For the purpose of this Policy, the Cashier will be Council's Administration Officer (creditors) and in their absence the Deputy Chief Executive.

### **Responsibilities**

The **Cashier** is responsible for:

- Ensuring the petty cash fund is secure at all times
- Retaining acceptable supporting documentation such as receipts and tax invoices
- Maintaining a Petty Cash register
- Monitoring and reconciling the Petty Cash float
- Reporting the loss of funds to the CEO as soon as any loss is discovered

### **Petty Cash Float**

A Petty Cash float of \$400 has been approved by the Chief Executive Officer. The Petty Cash float will be kept in a secure location at all times.

## **Procedure**

### **1. Expenditure/Monetary Limit**

Petty cash may be used for the urgent direct acquisition of goods and services up to the maximum value of \$100 per transaction. Reimbursement for items of a higher value should be made through Accounts Payable.

### **2. Petty Cash Vouchers**

A petty cash voucher must be completed for all petty cash claims. The petty cash voucher must include:

- The date of the claim
- The name of the person who incurred the expense
- The expenditure amount
- Signature of a Senior Manager or Chief Executive Officer
- Signature of the person collecting the cash, and
- Tax invoice or receipt to support the expenditure.

Petty cash claims without the appropriate receipts will be declined.

### **3. Petty Cash Approval**

Only the Chief Executive or Deputy Chief Executive can authorise petty cash reimbursements. Only the Chief Executive can authorise reimbursement for expenditure incurred by the Deputy Chief Executive.

### **4. Advances from Petty Cash**

An advance from the petty cash float may only be issued if it is not possible for the individual to make the purchase and then claim reimbursement. To obtain an advance from the petty cash float, individuals must complete a petty cash voucher which must be signed by the Chief Executive or Deputy Chief Executive.

The voucher should state that the petty cash has been requested in advance and should be signed by the Cashier and purchaser on advancement of the funds. The purchaser must submit the original receipt to the Cashier together with any surplus funds, as soon as practicable after the purchase. Under no circumstances will petty cash be advanced to employees for items of a personal nature. All requests for IOU's from petty cash will be declined.

### **5. Reconciliation and Reimbursement of Petty Cash Floats**

The Cashier must monitor the petty cash float balance and when reimbursement is required, the cashier should reconcile the petty cash vouchers with the float. The reconciliation spreadsheet in the Petty Cash book and the petty cash vouchers should be forwarded to the Deputy Chief Executive Officer for approval.

### **6. Audit**

An audit of the petty cash float should be conducted annually at the discretion of the Deputy Chief Executive.

### **7. Breaches of this Policy and Procedure**

Breaches of this Policy and Procedure will be investigated as potential breaches of Council's Code of Conduct, this Policy and Procedure and/or industrial arrangements and actions taken according to outcomes from an investigation.

## **FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.robe.sa.gov.au](http://www.robe.sa.gov.au)

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email [council@robe.sa.gov.au](mailto:council@robe.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

**POLICY REVIEW**

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).