

## Standard Operating Guidelines

### Petty Cash

Guideline # 170.02

Date: 01/08 N

#### **PURPOSE**

The purpose of this procedure is to establish steps for processing petty cash requests, disbursements and record keeping.

#### **POLICY**

All individuals receiving petty cash as well as the custodian of petty cash funds shall abide by this.

#### **Procedures**

The following procedures are to be strictly adhered to:

- The petty cash fund shall not exceed \$ 500.00.
- Beginning at the first Board meeting of each year the fund shall begin with \$ 500.00
- The fund shall be reconciled at the end of every year to close out that calendar year.
- During the year the fund shall be monitored for expenses by maintaining a journal which shall record the opening balance, all disbursements from and deposits into and the running balance of the petty cash fund.
- Replenishment of the petty cash fund shall be done as needed by a check being issued to the custodian of the fund.
- The check, once issued shall be cashed by the custodian within 48 hours of receipt and funds shall be deposited into the petty cash drawer the same day.
- Disbursement of funds shall be recorded on the petty cash slip which shall record date, charge account, reason for funds, person receiving and person authorizing.
- The person receiving and authorizing must be two different individuals. The person authorizing shall be the District Chief when possible.
- Individual petty cash disbursements shall not be more than \$ 150.00.
- A monthly report of all transactions shall be included in the treasurer's report.
- At no point shall petty cash be used for unauthorized or inappropriate expenses.

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Approved:

Date:

District Chief:

