POLICY

Each facility has a petty cash fund. This should be kept in a safe and secure location. The responsibility of the Petty Cash Fund is that of the Business Office Manager, but ultimately the responsibility of following the process and making sure that the Petty Cash Fund is secure is that of the Executive Director. The Executive Director is and will be personally responsible for any missing funds. Each week these funds should be counted and receipts should be submitted to corporate for reimbursements. This should be counted once by the Business Office Manager, then the Executive Director should also count it and sign off on it.

PROCEDURES

Prior to using or handing out petty cash, a petty cash request form should be filled out by the person who is receiving the funds (see Petty Cash Request Form).

This form is mandatory. It stays in the petty cash fund until the employee brings you a receipt and/or change. Once you have a receipt and any change that was returned it should add up to original amount that employee took, you can tear up the form.

Place receipt and change in the petty cash box.

Each week, you will count the amount of cash in your box. You will post all of your receipts to the Petty Cash Summary Report. The amount of cash on hand and receipts on hand MUST add up to original amount of petty cash (i.e. $500). If not, find out why immediately.

If you have a petty cash request and the employee never returned the cash or receipts, then go to that employee and request the receipt or they need to give you the cash back. If they have lost the cash or receipt, they are personally responsible for the entire amount that they took; no exceptions.
Fill in the Petty Cash Summary as follows:

- Facility name
- Date
- Beginning Balance – Original total of petty cash fund (i.e. $500.00)
- List every receipt you have including date, vendor, short description, GL account number, and amount
- Beginning Balance at the bottom of page, should be the original amount of petty cash fund
- Ending Balance will automatically subtract all of your receipts
- Total amount requested will be the difference of Beginning Balance and Ending Balance; these last two will automatically be filled in as there is a formula in the spreadsheet.

You must then complete a manual check request summarizing the Petty Cash expenses grouping the GL codes.

**FORMS**

Petty Cash Request Form  
Petty Cash Summary Form  
Manual Check Request Form