

Petty Cash Policy & Procedure

Strategic Reference	Objective 4; collaborative and respectful relationships amongst community, Elected Members and Council staff. Strategy 4.2; to continuously strive for open and accountable administration procedures.
File reference	AR17/10630
Responsibility	Community & Corporate Department
Revision Number	Original
Effective date	November 2017
Last revised date	Nil
Minutes reference	232/17
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Applicable Legislation	Local Government Act 1999
Related Policies	Internal Financial Control Policy Code of Conduct for Council Employees Contracts and Tenders Acquisition of Goods and Services Policy Fraud and Corruption Prevention Policy Whistleblowers Protection Policy
Related Procedures	Internal Financial Control Policy

1. Purpose

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

2. Principles

The Petty Cash Procedure 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.

3. Scope

The Petty Cash Policy & Procedure applies to all employees of the Coorong District Council.

4. Definitions

Cashier: Council Officer appointed by the Chief Executive Officer or Director Community and Corporate, to take responsibility for the day to day management of the Petty Cash Float.

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5. 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.
- Monitoring and reconciling the Petty Cash float.
- Reporting the loss of funds to the CEO as soon as any loss is discovered.

6. Petty Cash Float

A Petty Cash float of:

- \$300.00 for the Taillem Bend Office,
- \$300.00 for the Meningie Office, and
- \$200.00 for the Tintinara Office,

Has been approved by the Director Community and Corporate. The Petty Cash float will be kept in a secure location at all times.

7. Procedure

7.1 Expenditure / Monetary Limit

Petty cash may be used for the urgent direct acquisition of goods and services up to the maximum value of \$40.00 per transaction. Reimbursements for items of a higher value should be made through Accounts Payable and in accordance with Council's Acquisition of Goods and Services Policy.

7.2 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, and
- Tax invoice or receipt to support the expenditure.

Petty cash claims without the appropriate receipts will require approval from their relevant Manager.

7.3 Petty Cash Approval

Only the Cashier can authorise petty cash reimbursements.

7.4 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.

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.

7.5 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 spread sheet and the petty cash vouchers should be forwarded to the Director Community and Corporate or delegate, for approval. The Director

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Community and Corporate or delegate should check that correct ledger numbers are used and GST is recorded correctly

Once approved by the Director Community and Corporate or delegate the reconciliation must be forwarded to the Finance Officer and entered into Authority with the correct ledger numbers and check that GST is entered correctly. Once entered a reimbursement cheque will be drawn by the Finance Officer and forwarded to the Cashier. This will need to be cashed at BankSA and the cash put back into the Petty Cash Float tin.

End of year reconciliation will occur as close as possible to the 30 June of each year. This is to be prepared by the cashier and signed by Director Community & Corporate and Finance Manager.

7.6 Audit

An audit of the petty cash float should be conducted bi-annually.

8. Breaches of this Procedure

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

9. Disclaimer

In accordance with Section 171(5) of the Act, a rate cannot be challenged on the basis of non-compliance with this Policy and must be paid in accordance with the required payment provisions.

In accordance with Council's Customer Compliments and Complaints Policy, where a ratepayer believes that Council has failed to properly apply this policy, initial contact should be made with a Council office. If, after this initial contact, a ratepayer is still dissatisfied they should lodge a formal complaint which can be done by attending a Council office, telephoning the Customer Service Centre, visiting the Council website, emailing or writing to Council.

10. 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.coorong.sa.gov.au

Coorong Civic Centre

95 - 101 Railway Terrace
Tailem Bend
Phone: 1300 785 277
Fax: 8572 3822

Meningie Information Hub

49 Princes Highway
Meningie

Tintinara Customer Service Centre

37 Becker Terrace
Tintinara

Copies will be provided to interested parties upon request. Email council@coorong.sa.gov.au
Any grievances in relation to this code of practice or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.