

Policy Name: Petty Cash and Change Funds
Section: 3000 Operational: 3300 Finance
Policy Number: 0000

Purpose: To outline guidelines for the establishment and use of petty cash and change funds.

Reference: Park District Resolution 2011-08

Policy:

Definition:

Petty cash is a sum of money set aside for minor cash disbursements for which the use of the formal voucher would not be practical. A change fund is a sum of money set aside to make change for customers paying by cash.

General:

Petty cash and change fund accounts are to be approved by resolution with a custodian designated for each account as determined by the Finance Manager.

Subsequent increases and/or decreases to the amount established for each account must be approved by resolution.

The custodian will be responsible for reconciling the petty cash/change fund accounts on a regular basis.

The amount disbursed from petty cash/change funds will not exceed \$50 for any one transaction.

Petty cash may not be used to reimburse items that have already been purchased.

Petty cash and change funds accounts may not be used for personal cash advances.

The petty cash/change funds may not be used to cash checks or District warrants.

Whenever possible, the voucher and warrant system should be used to process expenditures rather than the petty cash/change fund.

When petty cash is disbursed, it must be replaced by warrant payable to the custodian or the District within three months. The replenishment will be subject to the same review and approval process as invoices.

Petty cash and change funds will be kept in a locked safe place.