

REGULATION 10: PETTY CASH AND FLOATS

Floats are small amounts of cash maintained on site for the purpose of giving change to customers.

Petty cash accounts (sometimes known as imprest accounts) are small amounts of cash maintained on site to allow employees to make small purchases where the formal ordering process would be considered inefficient in relation to the purchase being made.

Use of petty cash may be by cash advancement or as a reimbursement for expenditure incurred from personal monies, on receipt of an approved voucher.

10.1 PETTY CASH ACCOUNTS AND FLOAT HOLDERS

- 10.1.1 **Provision:** The Treasurer to the Joint Committee shall provide a petty cash account and float to the Crematorium Manager.
- 10.1.2 **Record of Provision:** The Deputy Treasurer to Portchester Crematorium Joint Committee shall maintain a record of authorised petty cash accounts and floats.
- 10.1.3 **Income Separation:** Income received on behalf of Portchester Crematorium must not be paid into a petty cash account. All floats must be kept separate from personal monies.
- 10.1.4 **Security:** Petty cash and float holders are responsible for the safekeeping of the cash and must keep a record of any money paid into or out of the account. At all times the total of cash in hand and vouchers paid out should balance the value of the petty cash account.
- 10.1.5 **Balancing Accounts:** Accounts and Floats should be balanced on a regular basis and the amount of the float advanced accounted for. Petty Cash accounts should be balanced at least quarterly and floats should be physically verified at least annually. Till floats should be balanced each time the till is cashed up.
- 10.1.6 All balancing and reconciliations should be appropriately documented which includes a signature and date of the person carrying out the reconciliation. The Deputy Treasurer should be notified of any discrepancy arising and appropriate action taken to remedy any discrepancies arising. Any discrepancies **over £25** should be reported to the Deputy Treasurer.
- 10.1.7 **Account Top Up:** Reimbursement requests should be made at periods not exceeding **six months** and made on an official Portchester Crematorium form.

10.2 REIMBURSEMENT FROM PETTY CASH

- 10.2.1 **Use of Petty Cash:** Petty cash disbursements shall be limited to minor items of expenditure where payment by other recognised payment methods is inappropriate. Under no circumstances should petty cash be used to circumvent an alternative method of payment e.g. payroll, creditors or internal journal.
- 10.2.2 **Budgetary Provision:** Petty cash is not an additional resource. Budgetary provision must be available before expenditure through petty cash is approved.
- 10.2.3 **Limits on Transactions:** Individual payments from petty cash shall be limited to **£100** per single transaction. The Treasurer to the Joint Committee Officer can raise this limit on specific request.
- 10.2.4 **Receipts:** All payments must be supported by a receipt and claim form. A VAT receipt should be obtained to enable Portchester Crematorium to reclaim this element of the expenditure, wherever possible. Where a VAT receipt has not been obtained a reason must be recorded on the claim form and approved by the authorising officer.
- 10.2.5 **Authorisation:** Cash advances and reimbursements can only be authorised by an Officer whose level of delegated authority is above the total net value of payment.
- 10.2.6 **Processing Claims:** Care should be taken to ensure that reimbursement of petty cash claims are treated correctly, particularly with regard to VAT as supported by attached receipts.
- 10.2.7 **Cancelling Receipts:** Upon reimbursement of a petty cash claim, the attached receipt should be crossed through to prevent resubmission.