



pathways
southwest

Towards better mental health

Patron

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Petty Cash Policy and Procedure

Approved by: Pathways SouthWest Board of Management

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Version: 1

This policy applies to: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

Policy

This policy outlines the process to be followed regarding the use of petty cash for minor work-related purchases.

Principles

This Policy ensures that all Pathways SouthWest staff follow uniform practices to ensure that there is accountability for minor purchases made through petty cash, and to minimise the possibility of misuse of organisational funds.

Petty cash Process

- A petty cash float up to \$750 will be maintained on-site in a locked cash box, in a secure location that is not accessible to general staff or clients. Access is restricted to Managers and members of the Business Support team.
- Whenever possible, corporate credit cards should be used for purchases and payments eg for stationery, office supplies, catering, travel, accommodation, consumer activities.
- All petty cash reimbursements for work-related expenses must have prior verbal approval from the relevant Manager.
- All petty cash transactions will be recorded in the printed and pre-numbered Petty Cash Book.
- Individual petty cash reimbursements (or advances) are limited to \$50 per transaction.
- Reimbursements will only be made, when the staff member / volunteer provides evidence of the expense a receipt / tax invoice.
- The recipient will sign the petty cash book, and this will be counter-signed by the Business Support team member who is providing the reimbursement.
- All petty cash purchases will be recorded in Reckon, and coded to the relevant cost-centre.
- The petty cash will be reconciled at least bi-monthly, or when the petty cash balance is less than \$250.
- The reconciliation will be prepared by the Business Support Officer – Finance.
- All receipts and the reconciliation will be checked and counter-signed by the Manager Business Improvement.
- A cheque for the petty cash reimbursement will be prepared, and this will be signed by 2 authorised delegates.
- The cheque will then be cashed at the local Bankwest branch within 48 hours.
- When cash is received, it will be immediately stored in the secure on-site location.

Cash advances:

Cash advances for work-related expenses will be made to staff / volunteers from Pathways SouthWest petty cash funds, on the authorisation of the relevant Manager. The advance will be noted in the petty cash book, and signed by the Officer and the recipient. The recipient will provide evidence of the expense eg receipts / tax invoice. Any unspent portion of the advance must be returned to Pathways SouthWest.

Related documents:

Financial Delegation Policy
Financial Transactions and Banking Policy
Expense Reimbursement Policy
Authority to Make Payments Policy and Procedure
Fraud Risk Management Policy
Staff Code of Conduct Policy