



Community Care
NORTHUMBERLAND

SECTION:	Financial	POLICY:	Petty Cash
DATE ISSUED:	July 9, 2001	NUMBER:	F – 140
REVIEWED:	Jan/19, May/22		
REVISED:	Jan/16	NEXT REVIEW:	May/25

Policy

To allow for the purchase of minor items all offices/program area will receive a petty cash float.

Procedure

1. The amount of petty cash held at each service site will be determined by the Chief Executive Officer to a maximum of \$500.00.
2. Each Manager or designate will be responsible for the petty cash float and receipts.
3. The float will be secured in a locked container.
4. Petty cash submission forms and corresponding receipts will be submitted to CMH Finance staff when cash on hand equals \$25.00, or on a quarterly basis.
5. Reconciliation for year-end will be submitted annually to CMH Finance staff by March 31st regardless of the amount of cash on hand.
6. All expenses will be listed and designated to the appropriate budget line.
7. Cheques to reimburse petty cash will be issued to a designated staff member.