

Operational Procedure 24a

Petty Cash (Housing) Procedures

Responsible Officer	Service Manager – Housing Business Support						
Issue No.	1	Revision No.	3	Revision Date:	2/2/2009	Doc Ref:	OP24a v1.3

Amendment and Authorisation Record

Petty Cash (Housing) Procedures

Date	Author	Paragraph ref:	Nature of change	Authorised by
22/04/05	-	n/a	First dated Revision.	-
06/04/06	DLT	n/a	Revision 1.2 - OP2 Documentation standards upgrade.	DLT
2/2/2009	MH	N/a	Change Responsible Officer Job Title and reference to post within document	AJ

PETTY CASH (HOUSING) PROCEDURES

- Key taken home every night
- Spare key with Service Manager – Housing Business Support
- Key kept in a secure place during the day – (Snr Housing Assistant & Housing Assistant – Finance, have access to key and safe).

Cash Monitoring and Recording:

1. Complete petty cash voucher on request from officer
2. Officer to get senior officer to sign before cash handing over
3. Senior Officer or officer to code petty cash voucher
4. Officer to sign received cash
5. Officer to get receipt on purchase of goods
6. Receipt and any change to be returned to Finance staff
7. Record details and amount on Petty Cash sheet (O:\Business Support\Ad & Info\Finance\Petty Cash\Petty Cash)
8. Check money in cash box balances with petty cash sheet
9. Once a week update safe recording sheet (green folder)

Reimbursement of Petty Cash

- Re-Reimburse petty cash once balance reaches approximately £50
- check petty cash sheet and money balances
- prepare Integra requisition slip for signature
- check all transactions coded and receipts attached
- register and pass for signature
- confirm for payment – request **SINGLE** cheque
- on receipt of cheque – cash at bank
- check cash correct and place in petty cash box
- record on petty cash sheet and safe recording sheet in green folder
- check both petty cash sheet and cash in box balances
- file remittance and vouchers in petty cash folder