

# Operational Procedure 24

## Petty Cash (Housing) Procedures

Responsible Officer	Service Manager – Housing Business Support						
Issue No.	1	Revision No.	5	Revision Date:	27/06/2011	Doc Ref:	OP24 v1.5

## Amendment and Authorisation Record

### Petty Cash (Housing) Procedures

<b>Date</b>	<b>Author</b>	<b>Paragraph ref:</b>	<b>Nature of change</b>	<b>Authorised by</b>
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
30/5/2011	MH	N/A	Following the internal audit in May 2011, removal of refereces to a recording sheet which was no longer required	GM
27/06/2011	MH	N/A	Update job titles and safe access	AMJ

## PETTY CASH (HOUSING) PROCEDURES

- Key taken home every night
- Spare key with Service Manager – Housing Business Support and Service Manager – Housing & Property
- Key kept in a secure place during the day – (Senior Housing Assistant – Finance & Senior Administration & Systems Officer, 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

### Reimbursement of Petty Cash

- Re-Reimburse petty cash once balance reaches approximately £100
- 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
- check both petty cash sheet and cash in box balances
- file remittance and vouchers in petty cash folder