Procedures for Petty Cash

Note: On site petty cash is for small purchases that are needed immediately. Each facility has its own allowable balance. The Facility Manager should designate one employee as the point person with possession of and control over receiving and distributing petty cash.

Distributing and tracking petty cash

1. When a person at your facility requests petty cash, fill out a Received of Petty Cash form (e.g., TOPS form 3008) with the following:
    *   Number (assign your own sequential numbering system to keep track)
    *   Today's date
    *   Description of expense
    *   Amount given
    *   Charge to Account: write in Dept#-Acct# format (e.g., 6594-6160)
    *   Sign or initial on the "Approved by" line
    *   Have the recipient of the cash sign or initial on the "Received by" line

2. After the person has used the money, they need to return the store receipts to you. Attach the store receipts to the corresponding Petty Cash receipt form.

3. If excess money is also returned, on the corresponding Petty Cash receipt form write the returned amount on a line below the amount given, then write the net Total amount in the "Total" box. This net Total is the amount for which you will get reimbursed.

Counting cash on hand

1. This is to be done when you need to seek reimbursement from Accounts Payable for your petty cash spent.

2. Using the Petty Cash Counting Worksheet (the second tab on the Petty Cash Reimbursement Template), type in the quantities of each bill by denomination (e.g., $100's, $20's, etc.) and the quantities of each type of coin. The subtotals will calculate automatically.

3. Then look to see if you issued any cash but haven't received the store receipts back yet. If so, attempt to obtain the store receipts from the person and update the corresponding pe4tty cash receipt form as noted in step #3 above.

4. For any issued cash where store receipts are not available yet, type in the name of the person with the cash, the purpose for its use, and the amount you distributed to them. *Note: you will not be seeking reimbursement for this cash at this time. You must wait until store receipts (and any change) is returned before you can turn that in for reimbursement.*

5. Total Petty Cash on Hand will calculate automatically. This will be the amount that will need to match the Petty Cash Reconciliation form (see below).

6. Print this form.

Reconciling cash for reimbursement
1. As needed to replenish petty cash (at least at each month end), complete the Petty Cash Reconciliation form (the first tab of the Petty Cash Reimbursement Template) as follows:
   - Program: name of your program (e.g., LAP)
   - Date: today's date
   - Location name of your facility (e.g., Bacon Campus)
   - Target Balance: the maximum balance your petty cash is allowed
   - List each expense with date, description, dept #, acct # and amount (the amount will be the net "Total" from each Petty Cash receipt form for which you have store receipts attached)
   - Total Receipts: this Total will calculate automatically when done electronically
   - Cash on Hand per Worksheet: this will be filled in automatically from the Counting Worksheet tab when done electronically
   - Amount (over) under: this will indicate if your petty cash is <u>NOT</u> reconciled. **You shouldn't submit the form unless it is reconciled. Figure out the difference.** If you absolutely cannot find the difference, code the amount of the difference in the bottom right Summary section to your general dept # and acct #6491. Then review your procedures to make sure you are accounting for each transaction correctly in the future. *Note: these differences on the Reconciliation form will be scrutinized by Accounting.*
   - Summarize all expenses by dept-acct coding in the bottom right section labeled "Summary"
   - Print the form
   - Checkmark the box at the top of the form if you are faxing this to Accounting (which should only be done under rare and urgent circumstances)
   - Sign and obtain supervisor's signature

2. Staple all related Petty Cash receipt forms and corresponding store receipts to the Reconciliation form, as well as a copy of the Petty Cash Counting Worksheet.

3. Submit this Reimbursement packet to the A/P clerk in Accounting at the Corporate Office.

4. Petty Cash Reimbursement packets received in Accounting by Tuesday at 4pm will be distributed Friday morning of the same week. Petty Cash Reimbursement packets received after that deadline will be issued the following Friday.