

# **FIFE ROAD CO-OPERATIVE HOMES, INC.**

## **PETTY CASH POLICY**

### **Purpose**

This will establish the rules around the use of a Petty Cash Fund for managers, the board and membership.

### **Establishing the fund**

- a) Once the board of directors has approved the establishment of a Petty Cash fund, a cheque will be issued
- b) The amount of the fund will be established by the board of directors
- c) The custodian of the fund will be the manager and the financial administrator will have access to it when the manager is unavailable
- d) The fund will not be accessible to anyone else

### **Spending from the fund**

- a) All expenditures must be supported by a receipt
- b) No receipts older than 90 days will be considered for a petty cash refund without prior approval from the treasurer
- c) In order to prevent fraudulent reimbursement from the fund, no expenditure greater than \$200.00 shall be reimbursed. Under unusual circumstances, exceptions may be made by the custodian or treasurer

- d) All disbursements must be documented with a Petty Cash Voucher to be attached to the receipt. The voucher shall contain the following information:
  - i) date of payment from the fund
  - ii) amount of payment
  - iii) description of item(s) purchased
  - iv) account number the item is being posted to
  - v) signature of custodian and the person receiving the payment
- e) At all times, the amount of the vouchers and the remaining cash shall equal the amount of the total Petty Cash Fund

### **Reimbursement of Petty Cash**

- a) The fund must be reimbursed, by the financial administrator, periodically to bring it back to the established amount
- b) In preparation for the reimbursement, a summary of the vouchers will be produced. The summary shall have attached to it the Petty Cash Vouchers for the period in question along with the following information
  - i) date of reimbursement
  - ii) total value of vouchers
  - iii) amount of cash remaining in the fund at the time of reimbursement
  - iv) amount of reimbursement cheque
  - v) number of reimbursement cheque
  - vi) signature of custodian

vii) the purchases that have been reimbursed through petty cash must be verified by signing officers at the time of petty cash reimbursement.