

OVERVIEW:

To ensure accountability and sound financial management in the processing of the Bunbury-Harvey Regional Council petty cash.

It is the responsibility of the Administration Assistant to report any non-compliance with this corporate guideline to the Chief Executive Officer.

GUIDELINES:

The Bunbury-Harvey Regional Council maintains one (1) separate petty cash floats, the location of each are:

- Administration Office – Stanley Road Waste Management Facility

The following guidelines must be adhered to in regards to the holding of each float:

- 1. all cash floats must be kept in a secure area under control of a designated officer;***
- 2. each float will maintain its own register detailing current reimbursements (Appendix 3);***
- 3. the register for each float is to be reconciled and forwarded to the Accounts Payable Officer at the end of each month, or as required, in order to be processed for replenishment;***
- 4. reimbursement through petty cash is only allowed for approved work related expenses up-to a maximum of \$50 and;***
- 5. under no circumstances is money to be borrowed or used for purchases of a private nature.***

PROCEDURE:

Claiming a petty cash reimbursement:

1. Individual reimbursements are not to exceed \$50. Reimbursements over \$50 must be sent through to the Accounts Payable Officer under a covering memo.
2. All Petty Cash Vouchers are to be completed with all details to be completed in full – (Appendix 1).
3. Reimbursements for training related expenses are to be sent to Chief Executive Officer for approval.
4. Petty Cash Vouchers can only be approved by the Chief Executive Officer.
5. All Petty Cash Vouchers are to be accompanied with a receipt showing proof of purchase and payment. Should the receipt for purchase be misplaced/lost, a memo stating the expense occurred must be presented and confirmed by the CEO. The receipt can be either a tax invoice, cash register docket, receipt or invoice (ATO requirement for purchases under \$50).

6. Where possible it is preferred for staff to use a purchase order where the supplier is a creditor with the Bunbury-Harvey Regional Council rather than petty cash.

Cash Advances:

1. An employee is able to have access to one cash advance from the petty cash, up to \$50 at any one time.
2. The employee must sign the register that confirms that they are in receipt of the cash advance – (Appendix 2).
3. The employee must return any remaining cash, Petty Cash Voucher and receipt within two (2) working days of accessing the advance.

Reconciliation Requirements:

1. The register is to be updated each time a reimbursement is completed (Appendix 3).
2. All receipts and petty cash vouchers are to be retained with the register and forwarded to the Accounts Payable Officer at the end of each month, or as required, forming part of the recoup.
3. The information from the register should be entered into the 'Recoup' template (Appendix 4).
4. The float is to be reconciled with reimbursements made during the period, cash remaining in the float and any cash advances outstanding at the time of reconciliation. This must be signed by the preparation officer of the work area. This should be balanced with the Recoup document and forwarded with the register (Appendix 5). Both the Cash on hand and Float amount should reconcile on both reports.
5. The register, petty cash vouchers and receipts, recoup template and cash reconciliation are to be collated and sent to the Accounts Payable Officer to process the recoup in order to replenish the cash float.
6. Once the cheque is drawn, it will be issued to the appropriate officer, who will be responsible for cashing the cheque at the bank into the required denominations.

Temporary Floats:

Should the need for a temporary petty cash float be required, the following steps must be taken:

1. A memo to be submitted to the Finance Department, with an approval from the CEO. Please note that this memo must be received by the Finance Department a week prior to requiring the float to ensure adequate time to issue.
2. Cheque to be drawn and issued to requesting officer.
3. Once the event/cause for an additional float is finalised (i.e. the end of a special event), the float must be reconciled (as per above reconciliation requirements) and returned to Finance within two (2) working days.

LEGISLATION AND OTHER REFERENCES:

- *Local Government Act 1995*
- [*The Bunbury-Harvey Regional Council Policy - Purchasing*](#)

Document Owner: Administration Assistant

Review By: Chief Executive Officer

Created Date: 12 June 2018

Review Date:

APPENDIX 1


Example of the Petty Cash Voucher, to be printed on white paper. This template can be found on the Ndrive [..\..\Petty Cash\Templates\Petty Cash Voucher \(NEW\).doc](..\..\Petty Cash\Templates\Petty Cash Voucher (NEW).doc)

 BUNBURY-HARVEY Regional Council	Petty Cash Voucher Bunbury-Harvey Regional Council ABN 79 907 325 881
Date: _____	
Details: _____	

GL No: _____	Net Amount: \$ _____ Plus GST: \$ _____ Total Amount: \$ _____
Signatures:	
Purchaser: _____	Authorised: _____

APPENDIX 2

Example of the Cash Advance Register:

 BUNBURY-HARVEY Regional Council	Bunbury-Harvey Regional Council - Petty Cash Advance Register				
Date	Person Responsible	Signature	Amount	Purpose	Date Returned

Changes to this document can only be made by the document owner. The electronic version on the Ndrive is the controlled version. Printed copies are considered uncontrolled and should be verified as current version

APPENDIX 3

Example of the Register detailing reimbursement:



Petty Cash Reimbursement Register

Date	Description	Ledger / Job No	GST	\$	Signature	Name

APPENDIX 4

Example of the Petty Cash Recoup:

**BUNBURY HARVEY REGIONAL COUNCIL
MUNICIPAL ACCOUNT CREDITORS VOUCHER**

CREDITOR'S NUMBER: 1986

CREDITOR'S NAME: **BHRC PETTY CASH**

Date	Description	Ledger/Job No	GST	Invoice Total
TOTAL			50.00	-

Internal Audit
Approved for Payment

Cash Remaining
TOTAL \$0.00

Voucher

Cheque/EFT

Changes to this document can only be made by the document owner. The electronic version on the Ndrive is the controlled version. Printed copies are considered uncontrolled and should be verified as current version

APPENDIX 5

Example of the Petty Cash – Cash Reconciliation:

BHRC - PETTY CASH RECOUP	
Date of Recoup	_____
Cash on Hand	\$100 _____
	\$50 _____
	\$20 _____
	\$10 _____
	\$5 _____
	\$2 _____
	\$1 _____
	50c _____
	20c _____
	10c _____
	5c _____
	SUBTOTAL _____ -
Advances	_____
Recoup Amount	_____
	TOTAL _____ -

Signed