

3.6 Petty Cash Budget

- Staff are required to manage the placements weekly petty cash budget. A clear and accurate record is to be kept in each itemised section on the electronic petty cash spreadsheet.
- At each staff handover the designated staff member in receipt of the petty cash allowance is to ensure the next recipient checks the amount and records it in the log book. It is the responsibility of both staff members to ensure all monies and records are accurate and that the physical balance on site agrees to the petty cash electronic summary. Any discrepancies found may be repayable by the staff involved.
- Receipts must be obtained for all expenditure and the summary together with the receipts must be returned to the finance department (recorded delivery where considered necessary) by the 2nd of the following month.
- Funds will be paid into the house bank accounts by Wednesday (pm) of each week.

Revision History

Date last updated: May 2020

Date of next review: May 2021

Date of release: December 2018

End