



Triple C
(Liverpool)

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PETTY CASH POLICY

Policy Adopted	November 2012
Last Reviewed	June 2023
Next Review Due	June 2026

Date	Reviewed by	Approved by	Date Accepted by Trustees
June 2020	Operations Manager	Policy Review Group	
June 2023	Finance Team	Policy Review Group	27 th June 2023

PETTY CASH POLICY AND PROCEDURES

1. All petty cash is limited to authorised persons, of whom a record is kept. Petty cash is to be stored in a secure and lockable tin, which itself must be stored overnight in a secure location and also when not in use.
2. All petty cash requests will be paid by BACS payment issued by Finance and approved online by signatory or withdrawn in cash by a debit card holder. Requests are subject to a maximum amount of £100.
3. The Trustee Treasurer will be responsible for regular checks on the individual petty cash online record sheet of expenditure and receipts. If a discrepancy is found, it must be investigated, and all petty cash purchasing will cease until the investigation is complete. It could lead to disciplinary procedures being implemented in accordance with Triple C (Liverpool)'s Capability Policy if an unexplained discrepancy is found after investigation.
4. Petty cash is to be used for small office supplies / refreshment expenses for trips / groups. Mileage/car parking fees are personal expenses and should be requested in accordance with Triple C (Liverpool)'s Expenses policy. Each petty cash can only be used for the purposes of which it was dispensed and in according to budget of the associated funding. (E.g., Little Steps petty cash funded by Cobalt - only for refreshments.) It is preferable that expensive purchases over £25 are paid directly by Triple C (Liverpool) on receipt of an invoice, or by Company bank card, rather than via an employee.
5. The authorised person must keep all receipts, maintain a record of all transactions and account for all monies held.
6. The employee who is assigned petty cash must sign to confirm receipt of the initial start-up cash or BACS payment and also any further petty cash payments issued to replace spent monies. Whenever the cash available gets low it will be the authorised person's responsibility to request from Finance a top-up BACS payment, this should be done in advance to ensure the petty cash does not run out before the payment is issued.
7. When the employee leaves their employment with Triple C or moves to another role within Triple C, they will be expected to complete a handover to the supervisor of their petty cash (or Operations Manager) and relevant paperwork, which will be checked before their departure.