

1. POLICY CERTIFICATION

Policy title:	Petty Cash Policy
Policy number:	013
Category:	Policy
Classification:	FIN
Status:	Approved (26/06/2013 OCM)

2. PURPOSE

The intent of this policy is to set the principles and guidelines of petty cash use for Roper Gulf Regional Council employees whilst explaining the terms and conditions associated with its use.

3. ORGANISATIONAL SCOPE

This policy is applicable to all Roper Gulf Shire Regional employees and/or staff.

4. POLICY STATEMENT

Petty Cash provides employees with the ability to make small, emergency purchases of items from a fund that is strictly controlled to prevent misuse and overuse. A strict set of procedures and controls are essential requirement to oversee all Petty Cash purchases to ensure that funds within are used correctly.

5. DEFINITIONS

RGRC	Roper Gulf Shire Regional
Petty Cash	A small cash fund set aside to meet incidentals
Reconciliation	The balancing of the petty cash figures.

6. PRINCIPLES

- 6.1 Roper Gulf Regional Council Offices carry the absolute minimum amount of petty cash required, if they carry it at all.
- 6.2 Petty cash shall only be used all other methods of payment have been exhausted. Petty cash payments are the last resort.
- 6.3 Any Roper Gulf Regional Council office that has a petty cash fund must:
 - Ensure there is a dedicated and authorised Petty Cash Custodian that complies with the Roper Gulf Regional Council workplace practises that include but are not limited to ensuring:
 1. The petty cash is distributed only as required and as appropriate;
 2. The petty cash float is replenished during the regular reconciliations;
 3. That all petty cash purchases constitute an emergency provision of items and/or services, where the procurement process or credit card use are not available or the time frame of the requirement is short enough to warrant the

- bypass of the procurement process;
4. The employee making the petty cash purchase presents the receipt/tax invoice and quotes the correct account string to the Petty Cash Custodian;
 5. Any shortage or overage during the scheduled reconciliations are reported through the correct means to the correct manager/supervisor;
 6. The petty cash and all supporting documentation including receipts/ tax invoices and reconciliation sheets are kept in a secure lock box which shall only be accessed by the Petty cash Custodian;
 7. Ensuring all petty cash purchases are for Roper Gulf Shire Regional purchases only.

7. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	FIN001 – Financial Delegations Manual
Related Publications	
Relevant Forms	

8. DOCUMENT CONTROL

Policy number	013
Policy Owner	Finance
Endorsed by	OCM
Date approved	26/6/2013
Revisions	
Amendments	
Next revision due	December 2014

9. CONTACT PERSON

Contact person	Manager Governance, Corporate Planning & Compliance
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