

**Keywords:** Finance, Petty Cash

<b>Corporate Plan:</b>	<i>Open and accountable governance</i>
<b>Classification:</b>	<i>Financial</i>
<b>First Issued/Approved:</b>	<i>19 October 2023</i>
<b>Review Frequency:</b>	<i>Annually</i>
<b>Last Reviewed:</b>	<i>19 October 2023</i>
<b>Next Review Due:</b>	<i>October 2024</i>
<b>Responsible Officer(s):</b>	<i>Manager Corporate Services</i>
<b>Council File Reference:</b>	<i>Council Policies (P)</i>
<b>Applicable Legislation:</b>	<i>Local Government Act 1999 Local Government (Financial Management) Regulations 2011</i>
<b>Relevant Policies:</b>	<i>Credit Card Policy</i>
<b>Related Procedures:</b>	<i>Petty Cash Procedure</i>
<b>Delegations:</b>	<i>Berri Barmera Council Delegations Register</i>

### 1. Purpose

This policy will apply to the reimbursement of authorised work-related expenditure through petty cash and to the operation and management of cash floats.

### 2. Definitions

Council	means Berri Barmera Council
Petty Cash Floats	designated cash amounts held at Council locations for the payment of minor incidental expenses

### 3. Principles

This Policy seeks to provide guidance on the operation of petty cash floats for the organisation and for staff expense reimbursements along with framework for the management and security of petty cash floats across Council.

This policy is to be read in conjunction with Council's Petty Cash Procedure, which provides the detailed steps, responsibilities, and guidance in support of petty cash key principles.

### 4. Policy Statement

The following procedure is to be undertaken for this policy:

This policy is to be read in conjunction with Council's cash handling management directive, which provides the detailed steps, responsibilities, and guidance in support of the following key principles:

#### 4.1. Petty Cash Floats

- Approval
  - The Manager Corporate Services will approve the allocation of permanent petty cash floats to Council locations.
- Operation
  - The department manager is responsible for the management and safety of approved petty cash floats and will appoint a petty cash custodian.
  - The petty cash custodian is responsible for the operation and safe keeping of the petty cash float according to this policy and related procedures.
  - All petty cash disbursements will be approved in accordance with Council's delegation of authority titled "Authorisation of Expenditure"
  - Reimbursement requests will be submitted on approved form supported by a receipt or invoice document supplied by the vendor.
- Safekeeping
  - Petty cash floats will be kept in a locked tin or similarly secure device (petty cash box) and in a secure location such as a locked drawer or safe.
- Handover and segregation of duties
  - The custodian will undertake a reconciliation of cash plus authorised petty cash vouchers to the authorised cash float at the start and end of the day, during any handover to another custodian and after float reimbursement.
  - Cash discrepancies will be reported to the Finance Manager.
  - Only authorised and appropriately trained personnel will undertake petty cash custodian, cashiering and related duties.

A segregation of duties will be maintained so that no individual has control over the entire cash handling process.

- Risk assessment and audit
  - Risk assessments will be undertaken by the Financial Manager to identify and prioritise high, medium, and low risk cash handling locations.
  - An independent internal audit process will be undertaken by the Corporate Services Manager as frequency determined to ensure that:
    - a. Appropriate procedures and controls (the procedures) are in place to facilitate the safe handling, storage and reimbursement of petty cash floats,
    - b. Relevant Council officers are aware of and are competent to perform the petty cash responsibilities attached to their functions,
    - c. Evidence exists validating the appropriate and accurate implementation of the procedures.

## **5. Confidentiality**

*Any information provided will be treated as strictly confidential. Information provided to the Council's Chief Executive Officer (CEO) will be securely retained within Council's records.*

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