

Keywords: *Enter any Policy keywords*

Corporate Plan:	<i>Open and accountable governance</i>
Classification:	<i>Financial</i>
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Responsible Officer(s):	<i>Manager Corporate Services</i>
Council File Reference:	<i>Council Procedures (PR)</i>
Applicable Legislation:	<i>Local Government Act 1999 Local Government (Financial Management) Regulations 2011</i>
Relevant Policies:	<i>Petty Cash Policy</i>
Related Procedures:	<i>N/A</i>
Delegations:	<i>Berri Barmera Council Delegations Register</i>

1. Purpose

To ensure accountability and sound financial management in the processing of the Berri Barmera Council petty cash.

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

2. Definitions

Council	means Berri Barmera Council
Petty Cash Floats	designated cash amounts held at Council locations for the payment of minor incidental expenses
Cash Floats	a sum of money provided for the purpose of supplying customers with change

3. Guidelines

The Council maintains three (3) separate petty cash floats, the location of each are:

- Berri Barmera Council: 5 Riverview Drive BERRI SA
- Barmera Library: 4 Barwell Avenue BARMERA SA
- Berri Visitor Information Centre: Riverview Drive BERRI SA

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

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

4. Procedure

4.1. Claiming a Petty Cash Reimbursement

- Individual reimbursements are not to exceed \$50. Reimbursements over \$50 must be sent through to the Accounts Officer under a covering memo.
- All Petty Cash Vouchers are to be completed with all details to be completed in full (Appendix 1).
- Reimbursements for training related expenses are to be sent to Chief Executive Officer for approval.
- Petty Cash Vouchers can only be approved by the Chief Executive Officer.
- 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).
- Where possible it is preferred for staff to use a purchase order where the supplier is a creditor with the Berri Barmera Council rather than petty cash.

4.2. Reconciliation Requirements

- The register is to be updated each time a reimbursement is completed
- All receipts and petty cash vouchers are to be retained with the register and forwarded to the Accounts Officer at the end of each month, or as required, forming part of the recoup.
- The information from the register should be entered into the 'Recoup' template.
- 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. Both the Cash on hand and Float amount should reconcile on both reports.
- The register, petty cash vouchers and receipts, recoup template and cash reconciliation are to be collated and sent to the Accounts Officer to process the recoup in order to replenish the cash float.
- 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.


4.3. Temporary Floats

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

- A memo to be submitted to the Finance Manager, 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.
- Cheque to be drawn and issued to requesting officer.
- 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 Account Officer within two (2) working days.

Appendix 1

Example of the Petty Cash Voucher, to be printed on white paper and is available from the Accounts Officer.

 ABN 72 546 893 281
PETTY CASH VOUCHER
Date.....
Amount.....
General Ledger Number.....
Description of Expenditure
Payment Received by:
Name:
Signature:.....
Authorised Officer Signature
Please attached copies of claim on reverse side
Transaction Limit \$50.00

Example of Petty Cash Register

5. Confidentiality

***Electronic version on the Intranet is the controlled version.
Printed copies are considered uncontrolled.
Before using a printed copy, verify that is the current version.***