

	SECTION:	SERVICES	SER-313
	CHAPTER:	EQUIPMENT-PROCEDURES	
	DIRECTIVE:	ADMINISTRATIVE PETTY CASH FUND	

313.01 SUMMARY

The Department maintains an administrative petty cash fund for cash disbursement for miscellaneous items as may be necessary or required by employees.

313.02 GENERAL PROCEDURES

CASH RECEIPTS – No City/Department revenues of any kind will be received or placed into the Petty cash fund.

CASH DISBURSEMENTS – Cash disbursements for miscellaneous items as needed or required by an employee shall be limited to \$50.00. Verbal approval by a Supervisor is required before any funds may be disbursed.

CUSTODY OF FUNDS – The Administrative Assistants (Operations and/or Services) shall be designated as the primary custodian of the fund. The Petty Cash fund box is limited to \$75.00. The box shall be kept in a secure location and shall be locked and secured at 5:00 pm on weekdays and all holidays and weekends.

PROCESSING AND RECORDING – The Administrative Assistants shall be responsible for recording all petty cash activity and will ensure all disbursements are logged into a Petty Cash Journal. The journal shall detail the date, amount, purpose, and employee’s name. A running balance shall be kept in the journal and verified. The Services Administrative Assistant shall also be responsible for posting all expense activity to the City’s automated financial accounting system.

- Employees’ shall be required to remit receipts for all disbursements and the receipts shall be retained in the file, along with the log and copies of checks issued from the City Budget and Accounting Section for fund reimbursement.

BALANCING PROCEDURES – When the fund has been depleted, the Administrative Assistants shall prepare a petty cash check for the amount needed to reimburse the fund and shall remit the check to the City Budget and Accounting Section for payment. Reimbursements shall be recorded in the Petty Cash Journal along with copies of the check and receipt.

313.03 ANNUAL AUDIT

An independent audit of the Petty Cash Fund shall be conducted no less than annually by a designated representative of the City’s Budget and Accounting Section. A written report as to the findings and status of the fund shall be forwarded to the Services Administrative Lieutenant or Services Deputy Chief once completed. ◆◆◆

