

POLICY NUMBER: FP-112

SUBJECT: PETTY CASH FUND

EFFECTIVE DATE: April 7, 1992

REVISION DATE: 4/18/1995; 4/17/2007; 5/13/2024

APPROVED BY: CWEA Board of Directors

FINANCIAL POLICIES AND PROCEDURES

The Board of Directors recognizes that the Association office may require the occasional use of small amounts of cash to fulfill the Association's business and administrative functions. As such, the Board authorizes the establishment of a Petty Cash Fund (Fund) with procedures and limits as defined in the "Procedures" section of this policy.

PROCEDURES

1. The Fund shall only be used when it is inconvenient or impractical to use standard CWEA AP procedures.
2. Petty cash should be used for expenditures that are necessary for operations and do not exceed \$250 transaction. The Executive Director/Chief Executive Officer (ED/CEO) may make exceptions to the transaction limit.
3. The maximum value of the Fund shall be \$1,000 and shall be added to as needed or when the Fund falls below \$150.
4. The custodian of the Fund will be the Chief Financial/Operating Officer (CF/OO).
5. The executor of the Fund will be the CF/OO, the Senior Finance Manager, or another staff with similar responsibilities as designated by the (ED/CEO).
6. The executor is responsible for disbursing cash and collecting receipts or other forms of expenditure documentation.
7. An accounting ledger must be kept for the Fund. The ledger will be reset at the start of each fiscal year and shall reconcile to the balance sheet.
8. Reimbursements to staff or other individuals shall be approved by the ED/CEO or the CF/OO and must accompanied by proper receipts and other supporting documentation.
9. The petty cash box should be kept in a locked drawer or cabinet with access limited to the custodian.
10. The fund should be counted and reconciled against receipts at the end of each month.