

## Petty Cash Policy

1. A €60 float has been provided to the Punta Prima shop and is controlled by the Shop Supervisor. In addition, a €200 float is held by the Cashier to ensure payment of larger bills (cleaner etc) and to top up the Shop Supervisor float.
2. It is the responsibility of the Cashier & Shop Supervisor to ensure that their respective floats are secured safely. The Shop Supervisor Petty Cash is held in the Shop Supervisor safe and the Cashier Petty Cash is held in the Cashier Safe in the Accounts Office.
3. A Petty Cash Control Log must be maintained for each month. It should contain:
  - a. Balance brought forward.
  - b. All payments and top ups during the month.
  - c. Top up on the last day of the month and balance carried forward.
4. Petty Cash must **NOT** be used for any form of travel expenses. All travel expenses will be reimbursed in accordance with the current Expenses Policy.
5. Petty Cash may be used for small purchases, up to €15, with the authority of the Shop Supervisor and receipts **MUST** be obtained wherever possible. Purchases over €15 **MUST** be referred to the respective Trustee.
6. The Shop Supervisor Petty Cash will be reconciled by the Accounts Cashier on a Weekly basis and will be 'topped up' to €60. The Cashier Petty Cash is 'topped up' monthly to €200 from till takings.
7. Items not authorised for purchase from Petty Cash will be reimbursed in accordance with the current Expenses Policy.
8. Petty Cash is subject to spot checks by the President, Secretary or Treasurer at any time.