



Petty Cash Policy

1. A €60 till float has been provided to the Charity Shop and is controlled by the IG Retail trustee. A €40 petty cash float for payments of unexpected shop costs is held by the IG Retail trustee.
2. It is the responsibility of the IG Retail trustee and the Duty Supervisor to ensure that their respective floats are secured safely. Each float is held when the premises are closed in the shop and office safe respectively.
3. A Petty Cash control log must be maintained for each month and reconciled on the last trading day of the month with opening balance, payments, and the amount of top up from till receipts.
4. Petty Cash must not be issued for any form of travel expenses.
5. Petty Cash may only be used for small purchases not to exceed €15. Items purchased in excess of €15 must, in all cases, have prior approval from the IG Retail trustee.
6. The Petty Cash will be reconciled on a weekly basis and topped to €40. The €60 float will be topped up monthly from shop till receipts.
7. Petty Cash is subject to spot checks by the President, Secretary or Treasurer at any time.