



Petty Cash Policy

Reference Number:	3.13
Type:	Council
Category:	Corporate Services
Relevant Community Plan Outcome:	<ul style="list-style-type: none">• Our values, leadership and collaborative approach are bold and courageous and enables us to deliver value for our Community and create a leading liveable City• The management of our city is progressive, responsive and sustainable to ensure a united and unique place for future generations• Open and accountable governance
Responsible Officer(s):	Manager Financial Services
First Issued/Approved:	July 1996
Minutes Reference:	CoS 07/08/2023, Item 4.29
Last Reviewed:	August 2023
Next Review Due:	August 2024
Applicable Legislation:	Local Government Act 1999 Local Government (Financial Management) Regulations 2011
Related Policies:	Credit Card Policy
Related Procedures:	Petty Cash Procedure

1. Purpose

This Policy seeks to provide guidance on the operation of petty cash floats for the organisation and for staff expense reimbursements following the abolishment of the staff petty cash imprest system.

2. Scope

This Policy includes staff obligations for the use and administration of petty cash floats and staff expense reimbursements.

3. Policy Statement

Council will operate a Petty Cash float system throughout the organisation for managing cash change requirements when Council receives cash from the community. Cash advances are not permitted.

Petty cash vouchers to reimburse the float are subject to Council's Procurement Policy and as such require signature by an Authoriser delegated under that Policy.

An audit of petty cash floats will be undertaken at least annually.

The use of petty cash floats must have the approval of the Manager Financial Services or Strategic Management Accountant.

All responsible officers who administer petty cash floats must ensure they are fully aware of their responsibilities for safeguarding petty cash and have read and understood the petty cash procedures.

Staff expense reimbursements are not permitted using the petty cash floats.

Staff must use the Accounts Payable system for any expense reimbursements providing relevant substantiation including the business purpose of the transaction, in compliance with Council's Procurement Policy. For purchases greater than \$20, including GST, regardless of delegated authority limits, the signature of the supervisor and their relevant authorisation code is also required.

For Council business expenses it is preferable for staff to use credit cards or Accounts Payable system.

4. Definitions

N/A