

COMMUNITY LIVING DURHAM NORTH

PETTY CASH

Policy No. A-15 (Finance)

Effective Date: May 1, 2007

Last Revision: March 29, 2021

Last Review: March 31, 2022

Rationale:

To enable the Management team at CLDN's head office to make, or assist with, small cash purchases, when it is necessary to do so, while ensuring that such transactions follow thoughtful procedures, and are monitored.

Policy Statement:

Petty cash funds are largely obsolete and all program locations have been provided with more modern and secure means of accessing cash. Currently, the only source of petty cash is the Vanedward head office. Management will establish clear guidelines for its use, to ensure accountability and to safeguard agency funds.

Approved by: Clare Suggitt
for the Board of Directors

Date: March 29, 2021

COMMUNITY LIVING DURHAM NORTH

PETTY CASH

Procedure No. A-15-1
Administration Office Petty Cash

Effective Date: May 28, 2012
Last Revision: March 29, 2021
Last Review: March 31, 2022

- The level of the petty cash fund in the administrative office is \$140.00. The Finance team is the custodian of the fund. The purpose of the fund is to cover small purchases (e.g. milk, cream, etc.) and for purchases from vendors who do not accept debit cards.
- Individual petty cash purchases will not exceed \$50.00. Requests in excess of that amount require a *Request for Payment* form (G-9).
- Staff can be reimbursed from petty cash for small out-of-pocket expenditures but are required to submit their receipt and the written approval of their Manager or Director.
- When the petty cash reaches \$20.00 a Finance staff completes a *Request for Payment* form (G-9). All receipts and vouchers are attached to the form, and it is sent to the Director of Finance for approval.

Approved by: Glenn Taylor
CEO

Date: March 31, 2022