

## **POLICY AND PROCEDURE : Petty Cash**

Purpose: MPCs petty cash float was reduced from £100 to £50 following the introduction of the prepaid debit cards. Petty cash usage remains low although it is still used for items such as postage, key cutting, office supplies. We have considered removing petty cash but feedback from staff is a preference for a small float to be retained.

Recommendation: Petty cash float is reduced to £30. A maximum claim of £10 to be introduced. Reimbursements above £10 to be paid via an expense claim on BACS.

### **Draft Petty Cash Procedure**

Melbourn Parish Council will keep a float of £30 available for reimbursement of small operational expenses.

The size of the float will be reviewed from time to time but will be kept as small as possible. Requests for changes to the size of the float will be reviewed by Finance and Good Governance Committee.

Petty cash will be locked in a secure box and kept in a locked cupboard or drawer.

Two Officers will be responsible for petty cash: the primary custodian is the RFO and the secondary custodian is the Assistant Clerk.

Requests for petty cash reimbursement must be accompanied by a valid receipt and, other than in exceptional circumstances, no reimbursement will be made without one.

A consecutively numbered petty cash voucher will be completed by the person reimbursing the expense and this will be signed by both parties as evidence of repayment.

Officers cannot reimburse their own petty cash claims.

The maximum amount that can be repaid from petty cash is £10.

Prior to topping up the petty cash float the RFO will perform a reconciliation and check that the balance in the petty cash tin plus the petty cash vouchers totals £30.

The RFO will draw up a cheque to bring the petty cash balance back up to £30 and provide a copy of the reconciliation to the cheque signatories.

Following a top up, details of the petty cash expenditure will be reported to the next Parish Council meeting.

The RFO will reconciling the petty cash account at least monthly to make sure that the amount balances and that all vouchers are appropriate. The month end reconciliation will be reviewed by a

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Doc. No 4.26  
Version 1  
Review Date: Nov 2020

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nominated Cllr along with the bank reconciliations.

Differences exceeding £5 in the petty cash reconciliation and missing receipts will be reported to the Parish Council.

Misuse or fraudulent use of petty cash may result in disciplinary action.



**Document Approval:** (Chair to Melbourn Parish Council)

**Date of Parish Council meeting: 25 November 2019**

*Review Policy: Every 12 months*