

**POLICY NAME: Petty Cash**

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**1. Purpose**

- 1.1. This policy describes the internal control surrounding the petty cash fund of DLUC. It ensures that money in this fund is properly received, adequately protected, accurately recorded and effectively used.

**2. Scope**

- 2.1. This policy applies to the petty cash fund and its custodian.

**3. Policy Statement**

- 3.1. The fund should never exceed \$50. Reimbursements paid through the fund should not exceed the cost of one or two books of stamps (approximately \$20 maximum).
- 3.2. The petty cash account is not to be used to bypass regular accounts payable/requisition procedures.
- 3.3. Control of the petty cash fund is the responsibility of one and only one Board-designated individual, the custodian, who must at all times be prepared to account for the cash or its use. As the responsibility is the custodian's alone, this individual has exclusive access and control.
- 3.4. It is the responsibility of the custodian to maintain the fund safely, approve reimbursements, obtain receipts and maintain an accurate log of income and expenses. The fund should be kept under lock and key.
- 3.5. The custodian can replenish the fund by completing a cheque requisition, payable to self, earmarked "Petty Cash".
- 3.6. The fund is to be reconciled to the log and receipts quarterly by the Treasurer.

**4. Definitions**

- 4.1. **Board:** The Official Board of DLUC, comprising the Board Executive and members at large of all DLUC committees. Please refer to the current Committee List for a complete list of Board members.
- 4.2. **Custodian:** the individual responsible for maintaining the petty cash fund according to policy (Church Secretary)
- 4.3. **DLUC:** Deer Lake United Church
- 4.4. **Petty Cash Fund:** a small fund which exists as a convenience to those who incur small out-of-pocket expenses on behalf of DLUC

**5. Responsibility / Owner**

- 5.1. The Church Secretary is the custodian of the petty cash fund.

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Maintained by: Treasurer  
*Staff position responsible for keeping the policy up to date and error free*  
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- 5.2. The Treasurer is responsible for reviewing receipts and reconciling the fund to the log and receipts.
- 5.3. The Treasurer is responsible for ensuring that this policy is maintained and adhered to.

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**6. Legislative Context / External References**

- 6.1 United Church of Canada Financial Handbook for Congregations 2006 Edition  
Section 3 – Financial Management for Charities  
<http://www.united-church.ca/mtf/pdf/financial2006.pdf>

**7. Associated Documents / Internal References**

- 7.1. none

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