PETTY CASH

POLICY NUMBER: NDIS FIN 4

INTENT

The intent of this policy is to ensure that the use of a Petty Cash meets accountability for all cash transactions.

DEFINITION

Petty Cash *is the amount of cash set aside each month to allow payment of small items of expenditure for which it is not practical to issue cheques or make a direct payment.*

POLICY STATEMENTS

- Real Living Options Association Inc. will maintain a sum of money approved by the Management Committee in a Petty Cash Bank Account.

PROCEDURES

- The Management Committee authorises the amount of the Petty Cash.
- The Finance Officer is the Authorised Officer.
- A Bendigo Bank Debit card is used for Petty Cash purchases. There are 3 bank cards – General Manager, Administration Officer and Support Manager.
- Payment of Petty Cash expenditure must not exceed $200.00 for any one purchase/reimbursement.
- A receipt needs to be sent to Finance Officer wherever possible. If no receipt is available, an email detailing the purchase is sufficient. Receipts are scanned and saved.
- Purchases are recorded in the finance system (Xero) as Bills.

DELEGATIONS

Management Committee

- Decide on the amount to be held under the Petty Cash System.
- Appoint the Authorised Officer.

Finance Officer

- Enters the Petty Cash purchase details into the accounting system.
- Reconcile Petty Cash bank account at the end of each month.
- Prepare an Interbank Transfer Form to transfer funds from the main account to the petty cash account to replenish funds at the end of month or earlier when necessary.

RELATED DOCUMENTATION

Petty Cash Bank Account Statements.

REFERENCES

Associations Incorporations Act 1981.
The Constitution of Real Living Options Association Inc.
Australian Accounting Standards.

AMENDMENTS/REVIEWS

Amended 25/03/2010.
Amended 13/09/2012.
Amended 02/07/2015.
Amended 30/04/2020.
Reviewed 07/09/2023.
Amended 08/04/2026.