

Petty Cash Processing

Petty Cash is a small fund of cash kept on hand to cover purchases or reimbursements of an immediate nature or items that are simply too small to put through the regular Accounts Payable invoice process. Petty Cash funds are to be safeguarded and documented. The Village employee responsible for their respective department's Petty Cash box will be held responsible for any shortfall or lack of documentation of Petty Cash.

General Information:

- The amount of Petty Cash allotted to each department will be determined by the Director of Finance based upon average petty cash disbursements.
- The persons responsible for petty cash in each department will not only disburse petty cash for receipts received but also reconcile and submit a Petty Cash replenishment request as needed.
- Petty Cash replenishments need to occur monthly. If a department does not have any receipts to be processed the reconciliation worksheet must be completed showing a zero variance and submitted to the Finance Department.
- Generally, Petty Cash replenishments should not exceed two per month.
- The Finance Department will perform random, unannounced audits of all Petty Cash boxes.

Processing Petty Cash:

When an employee seeks reimbursement for a purchase or expense incurred please follow the below procedure:

- Complete the Petty Cash receipt with employee name, brief description, General Ledger account number to be charged with corresponding dollar amount, and employee signature.
- Disburse money per the submitted receipt.
- Staple Petty Cash and original receipts together. Place in Petty Cash box and return to safeguarded location.

Submitting a Petty Cash Replenishment Request:

- Complete excel worksheet listing all receipts including date, description, and amount.
- Count remaining cash in Petty Cash box and list on worksheet.
- The total between the listed receipts and remaining cash should be equal to the department's allotted amount. If there is a variance, further investigation is needed and the Director of Finance should be notified immediately.
- The final excel worksheet along with the original receipts should be submitted to the Accounts Payable Coordinator within the Finance Department for scanning into Laserfiche.
- Once the invoice is in the respective "Unprocessed" folder in Laserfiche, proceed with A/P Invoice Entry into Logos. Please select the remittance address corresponding to your department. In the description field please include your department name and month/year being replenishment. (For example: Petty Cash – Finance – October 2013) The invoice will be processed in accordance with the Accounts Payable Schedule unless previously discussed with the Finance Department.
- After the check is issued, it will be returned to the Deputy Director or Director of Finance who will cash it directly at the bank. The cash will be returned to the Accounts Payable Coordinator and disbursed accordingly. The responsible party for petty cash will sign a form acknowledging receipt of the cash.