

Victoria-Shuter Non-Profit Housing Corporation

POLICY NAME	Petty Cash Policy
POLICY NUMBER	2013-106
DATE	May 2013
DATE REVIEWED OR REVISED	
REFERENCES	
SEE ALSO	

POLICY STATEMENT

Victoria-Shuter Non-Profit Housing Corporation is committed to controlling cash expenditures.

PURPOSE

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Victoria-Shuter Non-Profit Housing Corporation has an established Petty Cash Fund in the fixed amount of \$500.00. This Petty Cash Fund was established to pay for small cash expenditures.

Victoria-Shuter Non-Profit Housing Corporation

RESPONSIBILITIES

The Property Manager is the sole petty cash custodian, and in his/her absence, the Property Manager's replacement will act as the alternate custodian during lengthy absences such as vacation, sick leave etc.

PROCEDURES

PETTY CASH SYSTEM FINANCIAL CONTROLS:

A petty cash voucher will be used for all disbursements. Each voucher will have the following information:

- Date
- Amount
- Purpose
- Account to be charged
- Name of person who disbursed petty cash
- Signature of person receiving petty cash

Each petty cash voucher must be supported by original receipts, where possible. Where this is not possible, this should be indicated on the voucher.

Petty cash and receipts should be reconciled at least monthly by the Property Manager. Petty cash should be replenished when cash is nearly spent, allowing for enough time to process a reimbursement request. Petty cash shortages should be reported immediately to the Treasurer.

Reported thefts and/or attempted thefts are to be reported to the Police.

Policy 2013-106 of Victoria Shuter Non-Profit Housing Corporation passed by the Board of Directors at a duly constituted meeting held on May 14, 2013