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| PETTY CASH | | | | NO. 336 | |
| POLICY:  It is the policy of Winning Wheels, Inc. to have limited funds available for immediate operational expenses or patient care necessities. A Petty Cash Fund maintained on an imprest system shall be used to accommodate these needs.  PROCEDURE:  1 . The overall administration of the Petty Cash Fund is the responsibility of the Administrator. Day to day disbursements of petty cash funds will be the Administrative Department's responsibility.  2. The following are authorized to approve petty cash requests:  a. The Administrator.  b. The Office Manager  c. Personal Administrative Assistant  d. The Bookkeeping/Accounting staff as designated.  3. An Imprest system shall be maintained for the Petty Cash Fund. The Fund custodian shall maintain a $250.00 balance. As disbursements are made, the custodian obtains signed receipts from each individual to whom cash is paid. If possible, evidence of the disbursement (sales receipts, invoices, C.O.D. slips, etc.) should be attached to the petty cash receipt.  4. Reconciliation of the petty cash account should be done at least monthly and on a more regular basis as needed. The amount of cash remaining in the petty cash box plus the petty cash receipts should total $250.00. Overages or cash shortages shall be reported to the Administrator.  5. When the supply of cash runs low, the custodian submits a reimbursement request with the supporting petty cash receipts to accounts payable for fund replenishing.  6. Verification counts of the fund may be made by the corporate staff on a surprise basis to assure the fund is being accounted for satisfactorily. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |