

## **POLICY MANUAL**

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### **Petty Cash Policy (August 2020)**

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#### **POLICY**

##### **1. Objective**

To provide a cash advance to pay authorised expenditure of a minor nature.

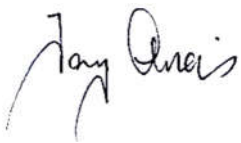
##### **2. Local Government Reference**

- *Local Government Act 1995* – Section 6.10
- *Local Government (Financial Management) Regulation 11*

##### **3. Petty Cash**

- Sum advanced shall be limited to \$100.
- Officers who have received an advance to use such funds to pay for authorised expenditure for each item shall be limited to \$100 (excluding GST).
- Expenditure for each advance shall be recouped by the Reckon accounting system software.
- Annual audit of all cash advances to be conducted.

This Petty Cash Policy is authorised by the Chief Executive Officer on 20 August 2020.

Signature: 

Name: JOHN ANTHONY ARIAS

Date: 20 August 2020