

PETTY CASH POLICY

Responsible Officer	Chief Executive Officer
Initial Council adoption	4 October 2012
Amendments	
Last Council adoption	20 August 2020
Review due	2021

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.