

POLICY MANUAL

Petty Cash Policy (July 2018)

POLICY

1. Objective

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

2. Local Government Reference

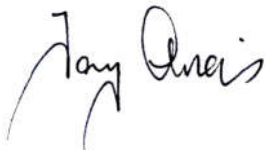
- *Local Government Act 1995 – Section 6.10*
- *Local Government (Financial Management) Regulation 11*

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 16 August 2018.

Signature:



Name: JOHN ANTHONY ARIAS

Date: 16 August 2018