



Name	BSRR 05 - Petty Cash Policy
Approved By	Berry Springs Recreation Reserve Management Committee
Approval Date	23 <sup>rd</sup> February 2025
Review Date	22 <sup>nd</sup> February 2027

## BSRR 05 - Petty Cash Policy

**1. Purpose:** The purpose of this Petty Cash Policy is to establish clear guidelines for the management, disbursement, and accountability of petty cash within the Berry Springs Recreation Reserve. It ensures that petty cash funds are used responsibly and in alignment with the objectives of the Management Committee, maintaining financial transparency and integrity. The policy aims to outline how petty cash should be handled by both the Management Committee members and the caretaker, ensuring proper oversight and reconciliation.

### 2. Scope:

This policy applies to all members of the Management Committee and the Caretaker or any person authorised by the Management Committee to hold such cash; who handle, manage, or approve petty cash transactions for the Berry Springs Recreation Reserve. It covers the request, use, disbursement, and reconciliation of petty cash used for the Reserve's operations, maintenance, and events.

### 3. Definition of Petty Cash:

Petty cash refers to a small amount of cash kept on-site for covering minor, incidental expenses that are too small to process through other methods such as cheques or bank transfers. These expenses may include, but are not limited to, office supplies, refreshments for meetings, postage, parking fees, and other small operational costs incurred during the Reserve's day-to-day activities.

### 4. Petty Cash Fund Limit:

The petty cash fund shall have an established limit as agreed by the Berry Springs Recreation Reserve Management Committee. This limit is intended to cover typical small expenses for a defined period. The fund amount may be adjusted based on the Reserve's operational needs, subject to the approval of the Committee Chair or Treasurer. Any changes to this limit must be reviewed and approved by the Management Committee.

### 5. Authorized Users:

Petty cash is under the care and supervision of the Treasurer, the Committee Chair, and other designated Committee members. The caretaker of the Reserve, who is not a member of the Committee, is also responsible for holding and managing petty cash. The caretaker is expected to adhere to the guidelines in this policy and use the funds only as directed by the Management Committee. Any disbursement or use of petty cash by the caretaker must be authorized by a Committee member in writing or by formal request, as outlined below.

### 6. Requesting Petty Cash:

- **Procedure for Requests:** Volunteers, Committee members, and the caretaker who need petty cash are required to submit a formal petty cash request form to the Treasurer or the Committee Chair for approval.
- **Details to Include:** The request must specify the purpose of the expense, a brief description of the goods or services being purchased, and the expected cost. Any supporting documentation, such as receipts, invoices, or quotes, must accompany the request.

- **Approval Process:** The Treasurer or Committee Chair will review the request to ensure it aligns with the Reserve's operational needs and budget. The request will be approved or denied based on its relevance to the Reserve's goals and priorities.

#### 7. Reimbursement Procedures:

- **Receipt Submission:** Any Committee member or volunteer receiving petty cash must submit original receipts for all expenditures within 7 days for reconciliation purposes. Receipts must clearly outline the nature of the expense, the vendor, and the amount spent.
- **Reimbursement Criteria:** Reimbursements will only be made for expenses directly related to Committee activities, events, or maintenance of the Reserve. Reimbursement will not be made for personal expenses or items unrelated to Reserve operations.
- **Reimbursement Form:** The individual requesting reimbursement must submit a petty cash reimbursement form, along with the receipts and any necessary documentation to the Treasurer. The reimbursement will be processed once the Treasurer verifies and approves the submission.

#### 8. Petty Cash Disbursement:

- **Access to Funds:** Petty cash will be disbursed by the Treasurer or the designated Committee members who oversee funds transfer. The caretaker may also access petty cash for Reserve operations, but only with prior authorization.
- **Documentation and Sign-Off:** Every disbursement of petty cash must be documented, and both the individual requesting funds and the individual disbursing the funds (Treasurer or Committee member) must sign off on the transaction.
- **Use of Funds:** Petty cash should only be used for small operational expenses such as minor repairs, consumables for events, supplies for daily activities, or other incidental costs that are directly related to the operation of the Berry Springs Recreation Reserve.

#### 9. Petty Cash Reconciliation:

- **Monthly Reconciliation:** The Treasurer will perform a monthly reconciliation of the petty cash fund. This will include a comparison of the remaining cash balance, the receipts and expenditures recorded, and any outstanding petty cash requests. The goal of this reconciliation is to ensure that all petty cash is accounted for and that the Reserve's financial records remain accurate.
- **Discrepancies:** In the event of discrepancies between the cash on hand and the recorded expenditures, the Treasurer will conduct an investigation to determine the cause. Any mismanagement or error will be reported to the Committee immediately, and corrective actions will be taken to rectify the issue.
- **Reporting:** A written report summarizing the petty cash status (including total disbursed, remaining balance, and any discrepancies) will be provided to the Management Committee at each regular monthly meeting. This ensures transparency and accountability for all petty cash transactions.

#### 10. Safeguarding Petty Cash:

- **Storage:** Petty cash must be stored securely in a locked cash box or safe. Only authorized individuals, including the Treasurer, Committee Chair, and the caretaker, should have access to the key or combination. The key or combination must be kept confidential and not shared with unauthorized individuals.
- **Caretaker's Responsibility:** The caretaker must ensure that petty cash is stored securely when not in use and must adhere to all procedures outlined in this policy when managing or disbursing funds.

- **Loss or Theft:** In the event that petty cash is lost, stolen, or unaccounted for, the Committee Chair or Treasurer must be notified immediately. An investigation will be launched to determine the cause, and corrective actions will be taken as needed.

#### 11. Unauthorized Expenditures:

- **Permitted Expenditures:** Petty cash is intended only for small, operational expenses directly related to the activities and operations of the Berry Springs Recreation Reserve.
- **Prohibited Expenditures:** Petty cash must not be used for personal expenses, unauthorized purchases, or items not directly related to the Reserve's operations. If an individual is found to have used petty cash inappropriately, disciplinary action will be considered, including potential removal from the Committee or other sanctions.

#### 12. Policy Review:

- **Annual Review:** This Petty Cash Policy will be reviewed on an annual basis by the Management Committee to ensure that it continues to meet the operational and financial needs of the Reserve. Any changes to the policy will be made in consultation with the Committee and formally approved.
  - **Feedback:** Feedback from the Committee, caretaker, and volunteers will be taken into consideration during the review to ensure that the policy remains relevant and effective in managing petty cash responsibly.
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