

Petty Cash Guidelines

General

1. Only one person at a time should be in charge of the petty cash float and must ensure that the funds are kept safe and secure at all times. When not in use or when the person responsible leaves the office the petty cash box should be locked away in a secure place.
2. When the person responsible for the petty cash box goes on leave or resigns, there should be an official handover of the box. The petty cash should be reconciled and both parties should sign for the handover.
3. All original invoices and receipts for purchases made out of petty cash must be kept as **proof of payment**.
4. Borrowing cash (IOU's) and the cashing of cheques from the petty cash float is not permitted.
5. Petty cash float is to be used for small consumables and should not be used to pay for staff's bus tickets, accommodation, payment of services rendered, wages and restaurant bills, etc.

How to reconcile your Petty Cash (See example below)

1. The total amount spent, subtracted from the total cash float originally issued should equal cash on hand.
2. Enter the balance of Cash On Hand from your previous return in column 1. Example **A**.
3. Enter total cash received from previous return in column. Example **B**.
4. List all the details of your expenses in columns 2, 3, 4 and 5. Example **C**.
5. Total the amounts spent in column 4. Example **D**.
6. Enter balance of cash on hand in column 4. Example **E**.
7. The total of column 1 and 4 should agree to each other and to your petty cash float. Example **F**.

Rhodes University																
PETTY CASH RE-IMBURSEMENT RETURN No.																
DEPARTMENT: Finance Division				SIGNATURE OF HEAD:				DATE: 26.04.2012								
1	2	3			4	5										
CASH RECEIVED	DATE	DETAILS			AMOUNT SPENT	ACCOUNT TO BE CHARGED										
A 184.70	←	BALANCE OF CASH ON HAND FROM PREVIOUS RETURN				DEPARTMENTAL ACCOUNTS C										
B 65.30	←	CASH RECEIVED														
	C	C AMOUNT SPENT PER VOUCHERS :			C											
	13.04.2012	Socket cover			15.00	1	2	3	4	5	5	0	0	1	2	3
	20.04.2012	Tea and Sugar			34.35	1	2	3	4	5	5	0	0	1	2	3
	23.04.2012	Milk			18.55	1	2	3	4	5	5	0	0	1	2	3
		TOTAL OF AMOUNTS SPENT TO BE RE-IMBURSED → R			67.90	D										
		BALANCE OF CASH ON HAND → R			182.10	E										
F 250.00	←	TOTALS SHOULD AGREE → R			250.00	F										

How to replenish your Petty Cash :

1. Complete a Petty Cash Re-imburement Return together with a Finance Petty Cash Received form. Both these can be obtained from Finance Division Room 129.
2. Ensure that your petty cash reimbursement is signed of by the HOD or an authorised signatory.
3. Specify the general ledger account number/s to be charged with the expense/s.
4. The total value of the vouchers (receipts/invoices) must agree to the amount claimed.
5. Claim forms must be dated and copies of all claims must be kept in the department.
6. Submit your return together with the original invoices to Finance Division.
7. Your return will be recorded, checked and authorised. If there is a problem on the return you will be notified or the return will be sent back to you to correct.
8. Once authorised by a finance signatory, your return can be collected (after 12:00 each day). You or your messenger will be required to sign for receipt of the return.
9. The return can now be taken to the Cashier to be re-imbursed.

