

Petty Cash:

- The WYCA petty cash float is currently £1000.00.
- The Governance Services petty cash float is currently £150.00 and is to be reimbursed from the WYCA petty cash float.
- Petty cash can only be reimbursed when the Finance Assistant has received a signed petty cash voucher with the receipt attached. The voucher must be signed off by the appropriate budget holder. Where the value exceeds £40 the voucher must be signed by the budget holder and the Financial/Management Accountant.
- Petty cash will only be issued by the Finance Assistants and in their absence, as authorised by the Head of Finance.
- When the petty cash has been issued, write the month on the voucher and then file in the Petty Cash Voucher File.

Reconciliation:

- Open relevant months spreadsheet - Finance/petty cash/ relevant month
- Add all entries from the file
- Count the cash, record on the spreadsheet and make sure the sheet total and cash balance.
- Print two copies of the rec sheet, one for the accountants and one for the file.
- The Accountant should check that the cash in the tin agrees to the rec sheet, sign the sheet and file it in the control file.
- Print one copy of the breakdown sheet and attach to a completed PANI.
- The PANI should be signed by the Financial/Management Accountant.
- Enter the PANI on Dream on Sundry Creditor A/C Q-STA0016. On the next creditor payments run this will produce a cheque (made out to cash) that the Finance Assistants can take to the bank.
- A PTGE is to be posted onto Dream to keep the books balanced between WYCA and UTG

Last reviewed 25 Jan 2020