

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: PETTY CASH	DATE APPROVED:	EFFECTIVE: 8/27/00	POLICY NO. 265
	8/17/00	REPLACES: 265 OF 5/15/97	

PURPOSE: The purpose of this policy is to establish procedures that identify how petty cash is established, reconciled, or returned to the County.

AUTHORITY: The Calhoun County Board of Commissioners.

RESPONSIBILITY: The Office of the Administrator shall be responsible for the implementation and administration of this policy.

POLICY: Petty Cash funds are established by the approval of the Board of Commissioners within the claims payable process. Elected Officials/Department Heads shall not request funds in excess of a three-month utilization amount.

The use of petty cash funds shall be for those transactions where a check will not suffice.

No individual transaction shall exceed the total amount of the specific petty cash account without the prior approval of the County Controller/Administrator or Director of Finance.

No employee travel expense advances or reimbursements shall be made through petty cash.

Petty Cash shall be held in a locked box or a locked file cabinet under the custody of the Elected Official/Department Head or designee.

The Elected Official/Department Head or designee shall periodically replenish the petty cash fund by forwarding a voucher to the Office of the Administrator - Finance Department. This voucher shall be coded with the appropriate expense object account numbers and amounts, and have the proper receipts attached.

Petty cash funds shall be reconciled quarterly and on December 31st of each year. The reconciliation shall be reviewed by the elected Official/Department Head and forwarded to the Office of the Administrator - Finance Department.

The Office of the Administrator - Finance Department is charged with the responsibility of confirming petty cash funds, at least annually, and performing appropriate internal control monitoring: unannounced reconciliations.