**Handling of Petty Cash at IUC Bases**

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| **Date created:** | **29th December 2022.** |
| **Last Review Date:** |  |
| **Next Review date:** | **Dec 2023**  |
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| **Approved by:** | **Andrew Mellor** |

# Change Register

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# **Introduction**

# Petty cash of the amount of £20, is supplied when needed, by facilities, and distributed by the base managers as part of their weekly base checks., the base managers will sign it out, and will need to return all the receipts/left over change from the previous period, back to facilities.

# Petty Cash tins will always be securely locked and kept in a locked location at the base. The Petty Cash holder (Host) is responsible for the security/handling of the petty cash at all times, except at Osprey where it’s the SM/ASM responsible. Petty cash vouchers are provided to be stapled/attached to any receipts or proof of purchase.

Petty cash usage is outlined below in more details, however, if there are any exceptions, it must be authorised by the base manager if available, or the shift manager on shift.

# **Petty Cash Usage Guidance**

# **Petty cash may typically be spent on:**

·        Paying for coffee/milk supplies.

* Water bottles/Squash on hot days, if not supplied by Facilities
* Replenishing small stock items e.g., batteries, stamps, pencils etc, if not supplied by Facilities.

**Petty cash is NOT to be spent on:**

·         Any Personal use items

* Cleaning products e.g., washing up liquid, dishwasher tablets etc

·         Food/Drink items e.g., chocolates, cakes, sandwiches, cheese, Juice etc.

**The petty cash holder (Host) is responsible for:**

·        Release of petty cash offset by a receipt presented by the claimant, in situations where a claimant had to pay using their own cash.

* Release/Receipt of petty cash to/from any member of staff.

·        Making sure the staff have filled out the petty cash vouchers needed to attach to the receipts with the following;

o   date

o   value

o   item

o   name and signature.