

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA084

NAME: PETTY CASH POLICY

INITIAL APPROVAL DATE:	03/29/1999	BY: Audit Committee
(LAST) REVISION DATE:	03/31/2008	BY: Finance Director
(LAST) REVIEW DATE:	02/15/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. **PURPOSE**

The purpose of this policy is to establish petty cash funds and outline standards for usage.

II. **APPLICATION**

Populations: **None**
Programs: **Direct - ALL**
Contracted - None

III. **POLICY**

Sanilac County Community Mental Health Authority will maintain petty cash funds, as necessary, for the purpose of making minor purchases in various programs.

IV. **DEFINITIONS**

V. **STANDARDS**

1. The CFO will be responsible for the determination of the adequacy of the petty cash fund carrying balance and the appropriateness of its use.
2. The responsibility for each petty cash fund will be vested in only one person.
3. The responsible Supervisor or the designee must approve use of the petty cash fund.
4. Petty cash disbursements will be evidenced by properly approved supporting data. Request for fund replenishment will be accompanied by supporting data and retained for audit purposes.
5. Established petty cash fund balances should agree with balances reported in the general ledger.
6. Employee borrowing from petty cash funds for personal purposes will be prohibited.
7. Individuals independent of the fund activities will conduct random unannounced audits of petty cash funds.

VI. **ATTACHMENTS**

VII. **REFERENCES**