

Municipal District of Mackenzie No. 23

Title	PETTY CASH	Policy No:	FIN005
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Legislation Reference	Municipal Government Act, Section 6
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Purpose

To provide for controlled access to cash funds for minor expenditures by staff for approved purchases.

Policy Statement and Guidelines

The Treasurer shall establish such petty cash funds, on an imprest basis, as may be required for efficient operation of the municipality.

No individual petty cash fund shall exceed \$200.

Individual employee(s) shall be assigned responsibility for each petty cash fund.

The assigned employee shall accept petty cash vouchers for reimbursement of minor expenditures, not exceeding \$25 per expenditure, when approved by the appropriate supervisor.

Each petty cash fund shall be reconciled regularly but not less than once per month. All petty cash vouchers shall be submitted to Accounts Payable for reimbursement by cheque made payable to the assigned employee.

In the event of a discrepancy, the Treasurer may require the assigned employee to make restitution for any missing funds.

	Date	Resolution Number
Approved	Oct 14/98	98-312
Amended		
Amended		

“J. Maine” (Signed) _____
Chief Administrative Officer

“B. Bateman” (Signed) _____
Chief Elected Official