



PETTY CASH FUND POLICY

The following are steps taken when a housing provider has petty cash to manage on site;

1. The property management staff shall be responsible for the petty cash funds in the amount of **\$400.00**.
2. The maximum dollar amount to be paid per transaction from petty cash is \$200.00.
3. Petty cash funds will be replenished when it reaches \$300.00 or at minimum once a month. The cheque requisition must be itemized by each expense along with each receipt.
4. All disbursements from petty cash should be supported by a voucher and receipt(s)
5. All vouchers/documents should be executed in ink.
6. All vouchers for funds must be signed by the Claimant. For committee expenses, the chair of the committee shall sign off on the purchases.
7. All vouchers and receipts will be stamped PAID to prevent duplication.
8. Cheques must not be cashed out of petty cash
9. Petty cash funds will only be used for the Co-operative, not for individual members/staff.
10. For any cash in advance: Petty cash voucher form is to be completed and submitted to the Property Manager for approval and signature.
11. On completion of transaction, claimant presents receipts and any extra cash to Property Manager. Voucher form to be balanced and marked paid and initialed by claimant and Property Manager.

12. For cash re-imbusement, petty cash voucher form to be completed and submitted to Property Manager for approval signature.
13. Claimant signs for receipts of funds. The person who is giving the money will be a witness to the person who is taking the money. Voucher to be marked paid and initialed by Property Manager. All receipts are to be attached to the vouchers.
14. The reconciliation process is to be reviewed by both administrators.
15. Reconciliation process is to be performed by the Housing Administrator on monthly basis.

Presented and Approved by the Board of Directors on _____, 2016

President

Corporate Secretary