

Administration

4.9 Petty Cash

Policy Statement for St Joseph's Out of School Club

Statement of Intent

To ensure transparency in handling all income and expenditure of the Out of School Club and to support financial planning, in order to ensure that the charity can meet its obligations to members and users of the organisation, in ensuring that income and property of the Out of School Club is applied solely to furthering the objects (central aims) of St Joseph's Out of School Club.

Procedure

- Petty cash should be kept in a locked box and the key kept securely away from the box.
- All monies in and all monies out should be recorded in a petty cash book and kept in the box.
- Donations/fundraising income should be counted by two people, the amount recorded next to a description in the petty cash book and signed by both people.
- If the amount of fundraising income is significant, it may be more appropriate for some or all of it to be banked.
- When using petty cash for expenditure, the cash should be taken out of the box and, as soon as is practicable, replaced by a receipt or invoice. The expenditure should be recorded in the petty cash book along with a brief description and the name of the person responsible. The initials of a witness should be recorded against the entry in the petty cash book.
- All receipts and invoices should be numbered with the reference from the petty cash box.
- Periodically, the Treasurer should check the petty cash box and petty cash book. The income and expenditure information in the petty cash book will be taken and included in the accounts for the Out of School Club. The receipts and invoices will be removed and stored alongside other Out of School Club expenditure documentation.
- 'IOU' notes or similar should never be used. Cash should only be taken out of the tin for three purposes:
 - for the Treasurer to count the petty cash balance;
 - for the Treasurer to remove 'excess' petty cash for banking;
 - for expenditure

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023