

PROCEDURE – PETTY CASH USE

Purpose of Procedure

The purpose of this procedure of Eastern Community Broadcasters Inc. hereafter referred to as Radio Eastern fm is to provide guidance to claimants for Petty Cash.

Background

This procedure indicates the process required for Petty Cash use.

Procedure

Petty Cash is intended for the purchase of consumable items with a total value under one hundred dollars (\$100.00)

Items normally anticipated for use by the Petty Cash system for purchase will be controlled by the Office Manager and include, but not be limited to:

1. Office amenities such as tea, coffee etc.;
2. Casual consumable office items;
3. Stamps;
4. Any other item determined by the Office Manager which meets the spirit of intent for Petty Cash purchases.

Purchasing is the role of the Office Manager and overseen by the Treasurer, who shall maintain a book which accounts for each and every Petty Cash expenditure receipt and subsequent reimbursement.

Authorised petty cash payments shall be made by the Office Manager.

Book entries shall be maintained in Ledger line categories similar to items in 1 to 4 above.

As new account data input to computer ceases on the last Wednesday of the month (Accounts End of Month) it is necessary for Petty Cash to be balanced by the last Monday in the month ready for the documented reimbursement being drawn on the bank following final Accounts End of Month submission to the Committee of Management..

Items in excess of \$100 shall be supported by agreement of the Treasurer prior to submission for purchase to a supplier unless exempt.
(See Purchasing Policy and Procedure)

This Procedure is supported by the following Petty Cash Policy

Procedure reviewed and updated: 06-03-2025