

## D.06 Petty Cash

### 1.0 INTRODUCTION/BACKGROUND

From time to time the need will arise for individuals to use cash to purchase items on behalf of Mercy Community Services (MCS). To enable MCS to reimburse staff members, volunteers and board members for the purchase of goods and services efficiently, MCS uses a petty cash facility.

The MCS petty cash operates as an imprest system. Imprest systems have an initial amount (float) drawn to establish a petty cash fund. At intervals and on production of adequate supporting documentation, the amount paid from this fund is reimbursed by a further draw for the amount spent. This results in the "imprest" being brought back to the amount initially held.

### 2.0 SCOPE

This Policy clarifies the requirements for MCS petty cash reimbursement of MCS staff members, volunteers and board members for purchases made on behalf of MCS.

### 3.0 POLICY STATEMENT

MCS is committed to effective controls over the MCS petty cash procedure.

The Senior Officer, Finance and Administration is responsible for an effective, accurate, efficient imprest petty cash system to reimburse staff members, volunteers and board members for the purchase of goods and services on behalf of MCS.

All payments must:

- a) be authorised by a Co-ordinator, Manager or General Manager,
- b) be accompanied by a tax invoice prior to payment, and
- c) be paid up to 3 months after the date of purchase.

### 4.0 PROCEDURES

***The procedures are not made publicly available to maintain the integrity of our security arrangements.***

***Please contact our office on (02) 4961 2686 for more information***