

## Petty Cash Funds

<b>Objective:</b>	To establish procedures for the use of petty cash funds.	<b>Policy/Procedure Number:</b>	05-09
<b>Reference:</b> (All applicable federal, state, and local laws)	Tompkins County Law, Section 369(5); NYS Comptroller Publication, Local Government Management Guide, "Improving the Effectiveness of Your Claims Auditing Process"; Government Finance Officers Association, "Best Practices, Payments Made by Governments".	<b>Effective Date:</b>	December 17, 1985
<b>Legislative Policy Statement:</b>		<b>Responsible Department:</b>	Finance
<b>General Information:</b>	All applicable County policies must be adhered to and cannot be circumvented by utilizing petty cash.	<b>Modified Date (s):</b>	June 15, 1993; May 22, 2024
		<b>Resolution No.:</b>	2024-96
		<b>Next Scheduled Review:</b>	May 2029

**I. Definitions**  
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**Petty Cash** - Money set aside to cover minor expenses and/or to make change if needed.

- II. Policy:**
- A.** A petty cash fund must be authorized by resolution approved by the Legislature as to creation and amount.
  - B.** A petty cash fund will be maintained in the Finance -Treasury Unit Office for use by departments.
  - C.** Expenditures from a petty cash fund may be made only for properly approved expenditures for materials, supplies or services, other than employment. The use of the petty cash fund shall be for one-time purchases not covered by the County's Procurement Policy.
  - D.** Payments must adhere to other applicable Administrative policies including, but not limited to:
    - 01-08: Dues, Memberships, Subscriptions;
    - 03-23: Use of Public Funds for Employee Reward and Recognition;
    - 04-10: Travel and Training Expenses Reimbursement;
    - 05-13: Allowable and Unallowable Food & Beverage Expenses;
    - Administrative Policy Manual Section 6: Purchasing and Fixed Asset Policies; and
    - 10-10: Contracts.

**III. Procedure:**

- A.** When departments have a need (as defined below) to use the petty cash fund located in the Finance Treasury Unit Office, they must complete a "*Petty Cash Request Form*" (*Attachment A*) signed by the Department Head and provide it to the Finance-Treasury Unit Office in person. If the expense is approved by Treasury staff, the money will then be issued, and the amount will be charged to the appropriate department account.

### **B. Allowable Petty Cash Expenditures**

1. Allowable petty cash expenditures may include, but are not limited to, the following:
  - To provide change when a department collects fees, charges for services or provides change for clients' and inmates' cash accounts;

- Expenses for transporting clients (gas, meals, etc.);
  - Postage due on mail;
  - Mailing items after County mail has been picked up or to meet deadline; or
  - Payments for out-of-pocket purchases of necessary supplies, materials or services.
2. It is required that all allowable expenses have sufficient, appropriate evidence to support the expense. This includes, but is not limited to, a justification of the need for the expense, documentation supporting the expense, such as original receipts or invoices, listing of the items or services purchased, the total amount paid and the date.

### **C. Non-Allowable Petty Cash Expenditures**

Expenditures which are not considered appropriate for petty cash and will not be approved include, but are not limited to, the following:

- Payments for meals and mileage in excess of County reimbursement; Payments to non-employees for personal service;
- Any contract payments; or
- Personal use, including cashing personal checks.

For County departments authorized to maintain petty cash accounts, the amount, and any requested increase, must go before the appropriate committee(s) and then authorized by resolution of the Legislature. Departments must keep receipts of all expenditures from petty cash. At any given time, the total of cash plus receipts in a department's petty cash fund must equal the total amount allotted to that department by resolution of the Legislature. The petty cash fund must be in a secure locked location.

In order to properly record the expenses in a timely manner, A department's petty cash fund expenses shall be reimbursed monthly via the County's accounts payable procedure. A signed voucher accompanied by substantiating receipts must be submitted to the Finance Department, which will then charge the amounts back to the appropriate department accounts. If the expenditures are approved, a check for the amount of the voucher will be issued to the Department Head. The check should then be cashed and deposited in the petty cash fund.

Attachment A



# Tompkins County

## Petty Cash Request Form

**DEPARTMENT NAME:**

[Redacted]

**INITIAL REQUEST AND APPROVAL:**

Date Requested: [Redacted]

Budget Account Number: [Redacted]

Item and Justification: [Redacted]  
[Redacted]  
[Redacted]

Amount Advanced: \$ [Redacted]

Requested by: [Redacted]

Signature of Petty Cash Custodian: [Redacted]

Title: [Redacted]

**DELIVERY AND SETTLEMENT:**

Date Item Received: [Redacted]

Actual Price: \$ [Redacted]

Less: Cash Advancement: \$ ( [Redacted] )

Amount Received/(-) due fund: \$ [Redacted]

Department Head Signature	Date
[Redacted]	[Redacted]

Department Head (Print Name)

[Redacted]