

# SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

## ADMINISTRATIVE POLICY

**NUMBER: BA084**

**NAME: PETTY CASH POLICY**

INITIAL APPROVAL DATE:	03/29/1999	BY: Audit Committee
(LAST) REVISION DATE:	10/14/2024	BY: CEO
(LAST) REVIEW DATE:	10/17/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

### I. **PURPOSE**

The purpose of this policy is to establish petty cash funds and outline standards for usage.

### II. **APPLICATION**

Populations: **None**  
Programs: **Direct - ALL**  
**Contracted - None**

### III. **POLICY**

Sanilac County Community Mental Health Authority will maintain petty cash funds, as necessary, for the purpose of making minor purchases in various programs.

### IV. **DEFINITIONS**

### V. **STANDARDS**

1. The CFO will be responsible for the determination of the adequacy of the petty cash fund carrying balance and the appropriateness of its use.
2. The responsibility for each petty cash fund will be vested in only one person.
3. When a petty cash fund is no longer needed, the fund should be closed. Closing a petty cash fund requires the responsible party to submit all remaining cash as well as a purchase requisition, with proper support, for the used funds. The total submitted to the CFO (including cash and supporting documentation for purchases made) must equal the total amount of petty cash in the fund. (This process should be followed when transferring a petty cash fund to another staff member.)
4. When a new staff is designated as the responsible party for a petty cash fund; they will submit a purchase requisition for the new petty cash fund balance, based on the need of the department/agency. They will also sign a Petty Cash Agreement Form showing responsibility for the funds provided.
5. The responsible Supervisor or the designee must approve use of the petty cash fund.
6. Petty cash disbursements will be evidenced by properly approved supporting data. Request for fund replenishment will be accompanied by supporting data and retained for audit purposes.

7. Established petty cash fund balances should agree with balances reported in the general ledger.
8. Employee borrowing from petty cash funds for personal purposes will be prohibited.
9. Individuals independent of the fund activities will conduct random unannounced audits of petty cash funds.
10. At the fiscal year end, each petty cash fund will be balanced, and a purchase requisition will be submitted to replenish the petty cash fund. This will ensure the physical cash balance reconciles to the fund balance.

VI. **ATTACHMENTS**

Addendum – Petty Cash Balances

VII. **REFERENCES**

Petty Cash Agreement, Form #0586

**Addendum**  
**Petty Cash Balances**

Petty Cash - ACT	Agnes Bissett	\$ 500.00
Petty Cash - CMH Center	Deb Messing	\$ 125.00
Petty Cash - Outpatient	Jillian Keuning	\$ 400.00
Petty Cash - JTI - Community Base	Kendra Parsons	\$ 700.00
Petty Cash - Children's Services	Tina Fick	\$ 200.00
Petty Cash - Elk Creek	Dana Lamont	\$ 50.00
Petty Cash - Croswell	Danette Rosenberg	\$ 50.00
		<u>\$ 2,025.00</u>