

MANAGEMENT GUIDELINES FOR PETTY CASH

MG-FIN-12.7

COMMITTEE:	Finance and Audit	IMPLEMENTED:	15 October 2015
TOPIC:	Finance – Procurement & Purchasing	AMENDED:	20 April 2017; 24 November 2022; 25 September 2025
		REVIEW PERIOD:	As required.

DEFINITIONS

Petty Cash – a small amount of cash for purchases where using personal employee funds or using a cheque would be too inconvenient or costly.

Custodian – refers to the person designated to make approved disbursements from a Petty Cash Fund.

MANAGEMENT GUIDELINES

Wherever possible, low cost items for the Library that are needed quickly or in an emergency should be purchased using a Library Purchasing Card.. If that is not an option, petty cash funds can be used instead. In most individual cases, petty cash purchases should be below \$50. The amount of petty cash available is as follows:

- Central Services/Headquarters: \$100
- Lynn Valley Library: \$150
- Capilano Library: \$150
- Parkgate Library: \$150

Petty cash custodians will be the Branch Coordinator at each Library, and the Business Manager at Library Administration. Planned changes to the amount of the petty cash fund are not allowed without permission from the Director of Library Services, in consultation with the CFO.

Petty cash funds must never be used for any of the following:

- Items that are purchasable through normal business vendors;
- Personal disbursements;
- Wages or casual labour, including advances on wages;
- Depreciable assets;
- Cashing of cheques;
- Circulation transactions.

Petty cash funds shall be stored in a safe and secured area that is accessible only by the Custodian. Petty cash funds must not be mingled with the main cash floats held for Circulation purposes.

PROCEDURES

Employees wanting to make a purchase using petty cash funds must first receive verbal approval of the purchase from the Branch Coordinator or Manager. The Branch Coordinator or Manager is responsible for verifying that the proposed purchase is appropriate for petty cash use.

Reimbursements from petty cash require:

- The original purchase receipt, showing the details of the items purchased and any taxes charged;
- A completed Petty Cash Voucher (Appendix A)

The Petty Cash Custodian is responsible for reconciling the petty cash funds monthly. Replenishment of petty cash require the completion of the Petty Cash Reconciliation form, which itemizes all petty cash reimbursements made since the last petty cash replenishment. Once completed, this is submitted for approval and payment in the same manner as all other employee expense reimbursements.

Petty cash replacement payments are issued to the Petty Cash Custodian, who is responsible for cashing the payment and adding the money to the petty cash funds.

RELATED POLICIES AND GUIDELINES

- B-FIN-12 Procurement, Purchasing & Payment Approval (Acquisitions)
- B-FIN-13 Environmental Purchasing
- MG-FIN-12.1 Procurement – Library Collection Materials
- MG-FIN-12.2 Procurement – Other than Library Collection Materials
- MG-FIN-12.3 Purchasing & Payment Approval Authority – Library Collection Materials and Resources
- MG-FIN-12.4 Purchasing & Payment Approval Authority – Other than Library Collection Materials and Resources
- MG-FIN-12.5 Purchasing Cards
- MG-FIN-12.6 Invoice Approval



Petty Cash Voucher

Employee being reimbursed: _____ Date of purchase: _____

Employee # : _____ Petty cash issued by: _____

Amount: \$_____ GST included in amount: \$_____

Supplier/Purchased from: _____

Description of purchase: _____

Purpose/use of purchase: _____

Signature for Cash Received: _____ Date received _____

Account coding: _____ Manager/Branch Coordinator approval _____