

# **PETTY CASH**

## **POLICY QUESTIONS TO ADDRESS**

1. Why is a petty cash fund necessary?
2. How does a petty cash fund support the library's goals and objectives?

## **DEFINITION**

What is a petty cash fund?

## **REGULATIONS QUESTIONS TO ADDRESS**

1. Are there city or county (or other) governmental regulations that govern the existence and use of petty cash funds?
2. Who has the authority to authorize the creation of a petty cash fund?
3. How many petty cash funds exist? Do different funds exist for different purposes?
4. What amount has been authorized for each of the fund(s)?
5. Who is responsible for the proper administration, use and safeguarding of the petty cash fund(s)?
6. How are petty cash funds stored to maintain their security?
7. Who has access to the petty cash funds?
8. For what purpose may the funds be used? Is the use of petty cash for some purposes expressly prohibited?
9. Who has the authority to authorize expending petty cash?
10. Is there a maximum amount that can be spent with any one source at one time or within a period of time?
11. What type of receipts need to be kept for expenditures from the fund?
12. How is the fund replenished when expenditures are made? How often can the fund be replenished? Who is responsible for requesting replenishment of the fund?
13. Under what circumstances, if any, are the petty cash funds audited?