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Use this form to create a policy that formalizes how your managers handle small amounts of money. Topics include security, creation, payments and vouchers, refunds, transfers and closing of a small cash account. PURPOSE's Fine Monetary Policy This policy defines policies and procedures to follow when starting, administering, and stopping the use of small amounts of cash for small casual cash purchases by employees worth up to \$100. The company's policy is to create a small money fund for the department when appropriate to improve operations by ensuring that cash is available for small purchases of products and services where it is inappropriate or effective to make a purchase through the normal purchase ordering process. PETTY CASH ACCOUNT Appointed Manager is responsible for ensuring the safety of small amounts of money held by their respective department. All cash and spending vouchers must be held in a locked safe with limited key access held by the manager. The responsible manager is responsible for the small cash, so access to the funds should always be carried out in the safe. The small money fund will be agreed on a regular basis by the manager and periodically checked by their manager. The manager must make sure that the cash and hands plus the receipts are equivalent to the total amount paid into the small cash account. Small cash should always be kept separate from other cash drawers, any other income and personal money. CREATING A NEW PETTY CASH FUND Write a request that provides a justification for a small cash account along with the appointment of a general manager. This should include the manager's name, department, date and signature. Create a request to pay the account for the approved small money fund The Manager will receive the funds along with the small monetary policy that must be signed upon receipt. PETTY CASH PURCHASES AND VOUCHERS An employee, making a purchase with small cash, must follow this process 1) Get approval from the department manager or manager 2) Fill the fine cash voucher issued by the department manager 3) Get small cash for the equivalent amount of a small cash voucher 4) Make a purchase and receive a receipt to the department manager If the employee does not receive small funds before the purchase The employee must fill out a voucher, submit receipts and receive a refund as soon as possible after purchase. PETTY CASH ACCOUNT Refunds of a small money fund must be completed at least once a month, regardless of the month. In addition, the small money fund should be reimbursed at the end of the year. All requests for reimbursement must be made through a request for payables. The refund must include a department, each receipt along with the relevant accounting code to be Against. Reassignment and scarcity should be applied to the relevant account as well. RESATION CUSTODIANS When the responsibility of a small money fund is transferred to another person, the original custodian must top up the fund up to his original cash balance, requesting a refund for all vouchers and receipts. The manager must then be notified in writing of the change of custody. CLOSING PETTY CASH FUND When small cash is no longer needed for the department fund must be closed by reimbursement of the fund as stated above and then the account must be returned to the accounting office providing the loan back to the original account withdrawn from. Where other payment methods cannot be used, small amounts of money may provide cash to local units to cover minor costs, such as reimbursement to staff and visitors of small expenses such as taxi fares, postage, and cans, usually no more than \$50; Small cash can also be used for a person's subject payment of \$100 or less. The university requires every small money fund to have an approved Custodian that documents expenses, keeps receipts and guarantees funds. Where possible, local units should use other payment methods (i.e. HCOM, PCard) instead of small amounts of cash. Small cash provides a convenient way to pay for small expenses, but storing cash in any office carries the risk of misuse or theft. This policy provides for procedures to reduce these risks. All Harvard schools, baths, local offices, partner institutions, union institutions and university initiatives must be respected. Understand the proper use of small amounts of cash. Petty Cash is usually a last resort mechanism for accessing cash for payments when other payment methods are impractical or cannot be used. Small amounts of money should not be used as an operating fund, i.e. to pay bills for goods or services, to pay wages or salaries, or to advance or borrow. Small cash accounts can be used for cash payments to pulp entities in accordance with the policy of payment of human items. Typically, units must use small cash accounts to finance current human-subject payments for projects that last more than six months, and a short-term operating advance (STOA) for projects that last less than six months. information can be obtained in the short-term operational achievement policy. Businesses should assess their business needs and limit the small cash account to the smallest amount that will meet these needs. Typically, Harvard recommends that the balance of a small cash account used for minor office expenses should not exceed \$500; small amounts of money used to pay a person's subject or other unique programmatic purposes may be depending on the specific needs of the department, subject to the approval of Tub's Financial Management. Appoint a small money fund to the Guardian. Each fund must have a Custodian approved by a financial dean or equivalent (or projected). The new Keepers and Keepers changes must be documented in the form of Petty Cash Action and approved by the financial dean or equivalent (or designer). Keepers must be Employees of Harvard. Create a small money account. To create a small cash account, business units must submit a small cash action form signed by the financial dean or equivalent (or designee) and a payment request to HCOM to finance a small cash account. Businesses must attach the signed Petty Cash Action form to their payment request as supporting documentation. Before completing a payment request (using the 0013 object code) the preparers should contact their financial bureau Tub to determine if there is a designated fine cash approve in their bathtub. When you complete a payment request using the object code 0013, HCOM is filled with the default statement of the joy of preparation; If the Bath Preparer has a designated Small Cash Approval, the preparers must manually change their default statements on this Payment Request assigned to Small Cash Approval. HCOM then automatically line the way of approval, which is all in the direction of strategic procurement for final approval. University accounts to be paid reduce cheques to designated Custodians when receiving a payment request with an attached form of small cash payment signed by a financial dean or equivalent (or designer). The verification request is trimmed in the standard AP verification process and delivered by postal services to the Guardian's departmental address. To make it easier to reconcile accounts when using more than one small cash account in an organization, units must distinguish between small cash accounts using other unique chart identification values, such as activity or subactivity value. Protect the cash. Keep small cash in a safe zone, such as a locked box or a small safe. Ensure segregation of responsibilities. Keepers should not independently approve a top-up or other changes in the small money account. Agreeing a log of small cash expenses with a cash register amount at least quarterly, or monthly, if a small cash account is associated with sponsored funds. In the event of a theft, the Guardian must notify its immediate superior as well as the university police. Document expenses and replenish funds. The local Guardian unit is responsible for maintaining: a money-making expense log and a request to replenish the form for each transaction that can be verified by the Risk Management and Audit Service. The custodian is responsible for replenishing the account when the small money fund has dried up. The top-up with receipts should be done at least quarterly. If If Funds have been used, refills must be made monthly. When the money is replenished, the total amount of the restocking form may not exceed the entire balance of the fund. Assess the need for a small cash account annually. At least once a year, departments must review whether a small cash bill is still required to meet the department's business needs, or whether alternative payment methods may be sufficient. Small amounts of money should be active. Inactive funds should be discontinued by local units. Funds are considered inactive if they do not have activities during the fiscal year. Learn more about the procedures in Annex A, step-by-step instruction on how to open, replenish and close a small money fund, change the amount of a small cash fund, or change the Guardian. Responsibilities and contacts of Tub financial deans or equivalent bathroom financial officers (or projected persons) are responsible for ensuring that local units comply with this policy and related procedures, as well as to approve small monetary forms of action. Tubs are responsible for approving payment requests submitted to fund new small cash accounts before a request is sent to the central administration for final approval. In some baths, these duties are performed in the Financial Management of Tub, and in others - in departments. Contact your Tub Finance Office for advice. Local units are responsible for deciding to set up a small cash account and select the Guardian, weighing the relative risks and benefits. The units are responsible for collecting any necessary information and for filling out and submitting all necessary forms, ensuring that the Keepers perform their duties, and for collecting any unused funds from the Keepers. Strategic procurement is responsible for ensuring that payment requests submitted to finance small cash accounts have an appropriate form of measures to combat small amounts of money and for the final approval of properly submitted payment requests. Contact: William Shanker, (617) 496-3335 or william_shanker@harvard.edu University Accounts Payable is responsible for processing the windows installed by the provider and for processing payment requests that finance small cash accounts. Contact: (617) 495-8500 or ap_customerservice@harvard.edu. The Office of Cash Revenue accepts credit vouchers from bathtubs to process unused funds and loans for the corresponding code of small money listed on the credit voucher. Contact cash_receipts@harvard.edu, Cash Income Office, 1033 Massachusetts Ave., 2nd floor. Small cash custodians responsibility for ensuring that small monetary expenses are appropriate and consistent with university and local policies, payment of funds from a small cash account, documentation of expenses and storage of receipts, reconciliation of the account quarterly (monthly if sponsorships are used), replenishment of the account and, as a rule, the protection of funds. Risk management and auditing services to conduct periodic checks on small money accounts. Contact: 617-495-3642 or Custodian: an approved Harvard University employee who is responsible for managing the small-money account of the local unit. Small Cash Reconciliation and Restocking Request: Human Payment Policy: Short-Term Operating Achievement Policy 3/1/2016: Added guide to using a small cash account for payments per person over the use of a short-term operating advance (STOA); A form of small money action has been created. Lowered the recommended operating account balance to \$500; transferred responsibility for financing new accounts and closing accounts to baths, updated procedures; Appendix A: Detailed Procedures for Small Cash, Annex B: Small Cash Action Form, and Appendix C: Small Cash Reconciliation and Top-up Forms 6/30/2013: Updated Format and Recommended Dollar Limits Appendix A: Detailed Procedures for Small Cash Appendix B: Small Cash Action Form C: Small Cash Reconciliation and Supplement Form petty cash policy pdf. petty cash policy template. petty cash policy and procedure. petty cash policy and procedures example. petty cash policy for nonprofits. petty cash policy sample. petty cash policy best practices. petty cash policy for schools

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