



**TADA  
Rural  
Support  
Network**

Most groups need to make small purchases on a day to day basis e.g. Tea and coffee and would it not be sensible to go to the bank or write cheques for such small amounts. Therefore groups may keep a small amount of cash in a locked cash box for such small purchases. On a regular basis the float is topped up via cashing a cheque. Those using the petty cash are expected to:

- Sign a voucher to acknowledge receipt of the cash.
- Keep receipts and a record of each purchase.

A petty cash book should be maintained that details all the cash received into the petty cash, and all payments made.

At any one time the amount of cash in the petty cash box, plus the amount the total float. The petty cash holder should check the regularly.

The following shows an example of a simple petty cash book:

PAYMENTS				RECEIPTS			
	Date	Item	Amount £	Date	Amount £	Cheque No	Float Total £
							10.00
001	8 May	Milk	0.99				9.01
002	10 May	Milk	0.99				8.02
003	11 May	Plasters	1.56				6.46
				15 May	3.45	0049	10.00

- A template attached provides a petty cash book format for you to use as a guide.
- The petty cash book should be balanced at the end of each week or month (depending on number of transactions), and signed and dated by the person who balances the book.

- The paperwork to support the entries in the book should be filled in number order, in a file marked petty cash.
- The petty cash holder should regularly check that the cash in the box agrees with the petty cash book.
- One person should be responsible for petty cash.
- A separate, lockable box for petty cash should be kept safely.
- All items must be receipted.
- A policy that no IOUs are allowed from petty cash box should be adopted.