



Petty cash is used for small purchases and incidental expenses, for example refreshments for meetings or envelopes.

A popular petty cash system is the "float" system, where you estimate the amount of petty cash will be needed each month and draws this amount from the main account to start off the "float".

As the float diminishes, it can be topped up again to the agreed maximum. Likewise, any cash in the float, which exceeds the agreed maximum, should be banked as soon as possible.

Each time money is taken from petty cash, a petty cash slip needs to be completed, signed by the person receiving the money, endorsed by the treasurer and kept in the petty cash tin. Receipts should be stapled to the petty cash slips.

When the petty cash float needs to be topped up, the petty cash book should be updated from the cash slips (which should be filed in date or number order) and top up the petty cash from the bank.

The petty cash and the cash slips in the tin should always equal the amount of the float, by checking this regularly, the treasurer should be able to quickly identify any discrepancies and so maintain good control over the petty cash.



Example : Petty Cash Book

| INCOME        |                |         |       | EXPENDITURE |                              |       |        |             |                      |       |
|---------------|----------------|---------|-------|-------------|------------------------------|-------|--------|-------------|----------------------|-------|
| Date          | Details        | Chq ref | Total | Date        | Details                      | Total | Travel | Stamps etc. | Fundraising Expenses | Other |
| 1.4.99        | Cash from Bank | OO5     | 50.00 | 6.4.99      | Smith Travel                 | 3.00  | 3.00   |             |                      |       |
| 29.5.99       | Cash from Bank | 011     | 40.00 | 17.5.99     | Refreshments Meeting 17/5/99 | 5.00  |        |             |                      | 5.00  |
|               |                |         |       | 20.5.99     | Stamps                       | 4.00  |        | 4.00        |                      |       |
|               |                |         |       | 27.6.99     | Jumble Sale Expenses         | 25.00 |        |             | 25.00                |       |
|               |                |         |       | 5.7.99      | Brown. Travel                | 4.00  | 4.00   |             |                      |       |
|               |                |         |       |             | Total                        | 41.00 | 7.00   | 4.00        | 25.00                | 5.00  |
|               |                |         |       |             | Cash in Hand                 | 49.00 |        |             |                      |       |
| Total to date |                |         | 90.00 |             | Total                        | 90.00 |        |             |                      |       |