

## **PETTY CASH POLICY**

**WHEREAS**, there is a need for small cash purchases to be made on behalf of the Association

**THEREFORE**, the following process will be used for the Association's petty cash.

1. Petty cash will not exceed \$500.
2. The petty cash box will be stored by the HOA Bookkeeper and kept locked up.
3. Petty cash will be balanced monthly with the Association's financial application by the HOA Bookkeeper and verified by the HOA Supervisor.
4. A receipt for an approved expense will be provided to the HOA Bookkeeper. The green petty cash form will be completed by the HOA Bookkeeper, approved by the HOA Supervisor and entered into the Association's financial application, prior to the reimbursement being completed.
5. Petty cash may also be disbursed prior to obtaining a receipt for an expense.
  - a. An invoice/estimate may be presented to the HOA Bookkeeper or HOA Supervisor for an approved expense to receive cash for pre-paying for the expense.
  - b. A petty cash receipt must be completed by the HOA Bookkeeper and signed by both the HOA Bookkeeper and the person receiving the cash.
  - c. Once the expense has been paid, the receipt must be given to the HOA Bookkeeper to be placed with the petty cash receipt.
  - d. The green petty cash form will then be completed by the HOA Bookkeeper, approved by the HOA Supervisor and entered into the Association's financial application.
6. Petty cash received for payment will be deposited into the petty cash account as long as the amount does not cause the balance to exceed \$500. The green petty cash form will be completed by the HOA Bookkeeper, approved by the HOA Supervisor and entered into the Association's financial application. A copy of the invoice that is being paid by cash will be attached to the form as back up.

*To be adopted by the Board of Directors on Nov. 21, 2016.*