
APPENDIX ITEM 9.16

POLICY MANUAL

Petty Cash Policy

1. POLICY

1.1 Objective

- To provide a cash advance to pay authorised expenditure of a minor nature.

1.2 Local Government Reference

- Local Government Act 1995 – Section 6.10
- Local Government (Financial Management) Regulation 11

1.3 Petty Cash

- Sum advanced shall be limited to \$100.
- Officers who have received an advance to use such funds to pay for authorised expenditure for each item shall be limited to \$100 (excluding GST).
- Expenditure for each advance shall be recouped by the QuickBooks accounting system software.
- Annual audit of all cash advances to be conducted.

This Petty Cash Policy is authorised by the Chief Executive Officer on 4 October 2012.

Signature

Name

Date