

Stark County Board of Developmental Disabilities

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HOME CHOICE PETTY CASH FUNDS

POLICY

The purpose of this policy is to establish procedures for petty cash funds and the custody of those funds.

Stark DD may establish a petty cash fund, for a maximum of \$150.00, to be used for the Home Choice Transition program expenses only. These funds cannot be used for any other operation within the Board. The petty cash fund will be funded through the North East Ohio Network (NEON).

The CFO/Business Manager and the Director of SSA and Investigative Services will be responsible for monitoring proper use and documentation of these funds. The CFO/Business Manager will ensure safekeeping of these funds.

Petty cash funds must be kept in a secure lockbox in the safe located in the Finance Office.

Historical Resolution Information	Reviewer(s):
Date 1/24/17	CFO/Business Manager Superintendent
Resolution Number 01-04-17	

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PROCEDURE

I. Managing the Petty Cash Fund

Petty cash funds are established for reimbursement of small expenses incurred in the course of operating the Home Choice Transition Program. Petty cash funds promote efficiency and economy to Stark DD by eliminating the preparation of checks for small amounts requested through NEON which cost \$12.50 per check.

Generally, petty cash transactions will consist of items such as state IDs, birth certificates, bus passes, temporary driver's licenses, driver's licenses, etc. Receipts must be obtained to support the disbursements.

It is the duty of the Director of SSA and Investigative Services and CFO/Business Manager to insure that the disbursement is appropriate and is an allowable expense.

All expenditures must be logged on the Petty Cash Income/Expense Statement (Exhibit A) as the funds are issued. The recipient (as designated by the Director of SSA and Investigative Services) of the funds must sign the log as the funds are issued. The Director of SSA and Investigative Services must approve all expenditures by signing the detailed itemized receipt. The date of the expenditure, the vendor used, the item purchased, the client the item was purchased for, and the purpose for the purchase should be recorded on the Petty Cash Income/Expense Statement.

As the CFO/Business Manager disburses the petty cash funds to the recipient, the following procedures must be followed:

- A. All expenditures must have original receipts. Copies of receipts are not allowed.
- B. Receipts must have complete documentation.
 1. *Vendor Name*
 2. *Date*
 3. *Item Purchased*
 4. *Purpose*

Any expenditure that does not follow these guidelines will be the responsibility of the recipient.

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II. Replenishing the Petty Cash Fund

The fund is to be reimbursed on an “as needed” basis. The expenditures logged on the Petty Cash Income/Expense Statement are totaled and the cash on hand is also recorded. *The total expenditures and cash on hand should equal the total petty cash fund.* The Director of SSA and Investigative Services must sign the Petty Cash Income/Expense Statement after reviewing all expenditures. A Petty Cash Funds Request (Exhibit B) is then completed. The Petty Cash Funds Request should be signed by the CFO/Business Manager after approved by the SSA and Investigative Services Director. The Petty Cash Income/Expense statement is then attached to the Petty Cash Funds Request and a copy is made. The original must be maintained in the petty cash lockbox in the safe. The copy will be taken to NEON by a designee, as designated by the SSA and Investigative Services Director, and additional funds will be collected. The funds must be brought to the Finance office, given to the CFO/Business Manager, and logged on the Petty Cash Income/Expense Statement.

III. Decreasing or Closing the Petty Cash Fund

When the Director of SSA and Investigative Services and CFO/Business Manager decide that the petty cash fund should be decreased, the CFO Business Manager will prepare the funds to be returned to NEON. A copy of the cash receipt from NEON will be filed with the Petty Cash Income Statement.

IV. Increasing the Petty Cash Fund

The Director of SSA and Investigative Services may find that because a petty cash fund is replenished more frequently than once a month, the amount of the fund may need to increase, not to exceed a total fund amount of \$300.

To increase a fund, the department must submit a Petty Cash Funds Request for the amount of the increase, explaining the request to increase. Upon approval from the CFO/Business Manager, the funds will be requested from NEON.

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EXHIBIT B

PETTY CASH FUNDS REQUEST			
HOME CHOICE TRANSITION PROGRAM			
<u>DATE</u>	<u>AMOUNT REQUESTED</u>	<u>CFO/BUSINESS MANAGER SIGNATURE</u>	Date deposited to fund
Note: Funds must be deposited into the petty cash fund on the same day they are requested.			