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Date: 10th September 2025 To: All Councillors From: Parish Clerk

Report to Council: **Draft Petty Cash Policy**

**Purpose**

This policy sets out the arrangements for the management and use of petty cash by Stanton under Bardon Parish Council. Petty cash is intended for the reimbursement of small and operational expenses associated with Village Hall events and activities.

**Petty Cash Float**

* The petty cash float will be maintained at **£50**.
* Requests to amend the size of the float must be reviewed and approved by **Full Council**.

**Security**

* Petty cash will be stored in a **secure lock box** in the **Clerk’s Office**.
* Access to petty cash is restricted to the **Responsible Financial Officer (RFO)**, who will be responsible for its management.

**Reimbursements**

* Petty cash may be used to reimburse small, authorised operational expenses connected with Village Hall events.
* All requests for reimbursement must be accompanied by a **valid receipt**.
* Other than in **exceptional circumstances**, no reimbursement will be made without a receipt.
* A **consecutively numbered petty cash voucher** must be completed by the person reimbursing the expense.
* The voucher must be signed by **both the claimant and the RFO** as evidence of repayment.

**Recording Income from Events**

* Income received from Village Hall events (e.g. Community Café mornings, Cinema Nights, or similar activities) may be temporarily held in petty cash.
* All such income must be:
  + Counted and recorded on a petty cash income sheet,
  + Accompanied by a voucher or income record, and
  + Banked promptly into the Council’s bank account in accordance with financial procedures.
* Petty cash must not be used as a holding account for event income beyond the short period necessary for banking.

**Accountability and Monitoring**

* The RFO will maintain a **petty cash log**, recording all receipts, reimbursements, and income.
* Petty cash balances will be subject to **regular reconciliation** against vouchers and receipts.
* Petty cash records and balances will be available for inspection by the **Internal Auditor** and reported to Full Council as part of routine financial monitoring.

**Petty Cash Procedure**

**1. Using Petty Cash for Reimbursements**

If you have purchased something for a Village Hall event (e.g. milk for Community Café, supplies for Cinema Night):

* + Keep the **receipt**.

Ask the Parish Clerk for reimbursement.

The RFO will:

* + Check the receipt,
  + Complete a **numbered petty cash voucher**,
  + Record the amount, date, and reason,
  + Sign the voucher with you.

You will receive the cash reimbursement.

Without a **receipt**, reimbursement will only be made in **exceptional circumstances** and at the RFO’s discretion.

**2. Recording Income from Events**

1. At the end of each event (e.g. Community Café morning or Cinema Night):
   * Count all income (cash takings).
   * Record the amount on an **income sheet**.
2. Place the income and the income sheet in the **petty cash lock box**.
3. The Parish Clerk will:
   * Record the income in the petty cash log,
   * Prepare it for **banking promptly** into the Council’s account.

**3. Security**

* Petty cash is always kept in a **locked box** in the **Clerk’s Office**.
* Only the Parish Clerk has access to the key.

**4. Balancing and Checks**

* The RFO will regularly check petty cash against receipts, vouchers, and income sheets.
* Any discrepancies must be reported immediately to the Parish Council.