

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

**ADMINISTRATIVE PROCEDURE**

Date Issued 6/24

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I. APPLICATION:

- SCCCMH Board
- SCCCMH Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health (SCCCMH) shall ensure that petty cash funds of one hundred (\$100) to eight hundred (\$800) dollars are established at direct-operated programs, based on specific needs of each program for the execution of official agency business.

III. DEFINITIONS:

- A. Petty Cash: A fund established to purchase items of an “emergency” or “inconsistent” nature. The use of petty cash for persons receiving SCCCMH Services “emergency needs” shall be allowed in specific programs where authorized.
- B. Recipient of Funds: Any staff member making a reimbursable, approved purchase.
- C. Responsible Person: The unit supervisor or designee.

IV. STANDARDS:

- A. The agency will attempt to avoid the cost of processing checks for less than or equal to \$50.00 to local vendors and staff expense reimbursement, and for less than or equal to \$20.00 for staff travel reimbursements.
- B. Petty cash funds are designated for official agency uses only. These funds may not be used as loans to staff for personal use or to pay for staff lunch in a person’s served incentive program.
- C. Petty cash funds are to be utilized for reimbursement only. Petty cash funds are not to be used for advances.
- D. The use of petty cash for persons receiving SCCCMH services **emergency** needs is allowed in specific programs if **pre-authorized in writing** by the supervisor, e.g., bus fare.

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- E. The charges to petty cash will be posted to the appropriate account and department.
- F. Petty cash funds are to be maintained on an imprest basis. At any given moment total cash and invoices/receipts should equal total petty cash fund balance.

V. PROCEDURES:

A. Petty Cash Implementation

**Chief Financial Officer/Designee**

1. Establishes a fund and fund amount at each direct operated site, as needs indicate.
2. Designates one (1) clerical person and emergency back-up clerical responsible for the proper administration of the petty cash funds or assumes these responsibilities. (Funds shall be kept in a locked cabinet or desk.)
3. Ensures that only the designated responsible person has access to the petty cash box/funds.
4. Requires that a sufficient supply of petty cash vouchers is available at the program site.

B. Petty Cash Procedures

**Responsible Person**

1. Numbers the petty cash vouchers as used with the appropriate program suffix number.
2. Attaches cash register tapes, invoices, etc., as evidence of expenditure to petty cash voucher. Valid vendor invoices/receipts are required for reimbursement from petty cash.
3. Ensures receipts and fund use pertains to official agency business. SCCCMH petty cash funds may not be used for tobacco products (including vapor), alcohol, or controlled substances, etc.). Contact the accounts payable department for assistance, as needed.
4. Includes a brief description of purpose, department, and account numbers on each invoice and/or receipt for proper charge of petty cash. Contacts the accounts payable clerk for assistance, when needed.
5. Seeks clarification and approval from supervisor if request(s) for petty cash is questionable.
6. Signs on line marked "Approved by." Supervisor or responsible person's authorizations are required for all reimbursements.

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**Recipient of Funds**

7. Signs on the line marked "Received by."

**Responsible Person**

8. Completes form [#0261 Petty Cash Request](#) and attaches Request for Petty Cash vouchers at the end of each month (or as needed) for reimbursement of petty cash funds and also at fiscal year-end.
9. Ensures each request has a valid vendor invoice/receipt attached.

**Program Supervisor**

10. Reviews Petty Cash Request and receipts and ensures all expenditures are for agency use only. Signs the form and returns to responsible person.

**Responsible Person**

11. Submits to the accounts payable clerk each month end, as needed. Also submits at fiscal year-end, by October 15<sup>th</sup>, to ensure receipts are accounted for in the appropriate fiscal year.

**Accounts Payable Clerk**

12. Processes and replenishes this fund as needed, but generally through the regular monthly payable disbursement process.

**Chief Financial Officer/Designee**

13. Reviews the procedures and audits the petty cash fund of each program at least once every fiscal year.

VI. REFERENCES:

- A. [#0261 Petty Cash Request](#)

VII. EXHIBITS:

None available

VIII. REVISION HISTORY:

Dates issued 05/81, 05/85, 12/87, 10/89, 10/91, 12/93, 07/97, 08/98, 09/00, 08/02, 08/04, 08/06, 10/10, 08/11, 03/13, 03/14, 03/15, 03/16, 03/17, 05/18, 05/19, 07/20, 06/22, 6/24