

## **Petty Cash Policy**

The Petty Cash Policy was adopted at its meeting held on 2 May 2017.

### Background

Petty cash is used for items that require cash payment. A cheque is drawn for £200 as required; there is a total annual budget of £1,000.

### Procedure:

- Receipts are produced by the purchaser, where possible;
- A petty cash voucher is completed with the date, amount and item description;
- The amount is entered onto the Accounts Package;
- The receipts are checked by the Clerk and the Clerk's Assistant;
- VAT is reclaimed on items may be VAT is listed on the receipt on a monthly basis;
- Petty Cash vouchers are provided and kept with the End of Year Accounts

April 2017

To be reviewed April 2018