

***‘Your Voice in the Valley’***

**2YAS**

Yass Community Radio Assn. Inc.

**Policy No. 15**

**Petty Cash**

**Purpose.**

The purpose of this policy is to ensure that all members are aware of their petty cash rights and responsibilities. All purchases by members where they seek to be reimbursed are to be made in terms of this policy.

**Definition.**

A petty cash purchase must be less than $25 and the item purchased must be for station use.

**Policy.**

The standard petty cash float is $100. The Board may authorise an extension to the amount for a period to cover a special event or promotion. A permanent change to the amount would need a policy change. The Station Manager is the authorised holder of the petty cash tin.

The following applies to the petty cash system of Yass Community Radio Association Inc.

1. Station Manager is responsible for security of the petty cash
2. Any special purchases are to be pre-authorised by Station Manager or Board.
3. Purchases not to exceed $25 per item unless authorised as above.
4. Purchased items to be for the exclusive use of Yass Community Radio Association Inc.
5. There will be no ‘advances’ from petty cash. (if a volunteer does not have ability to purchase and present receipts then a request is given to the Station Manager to purchase the necessary items).
6. Reimbursement will only be made on presentation of receipts attached to a completed petty cash claim form. Any incomplete form will be returned unprocessed with an explanation of why it was not processed.
7. Details of items purchased must be stated on the claim form so that the Treasurer may assign the expenses correctly.
8. All refunds must be signed for on the petty cash claim form upon receipt.
9. The Station Manager will present a petty cash return, with receipts and signed vouchers attached, to the Treasurer for reimbursement when necessary. A photo copy of the return is to be kept by Station Manager.
10. Petty cash and receipts on hand must always equal the petty cash float. ($100).

Reimbursement will not be entertained in the following circumstances.

1. Expenses that may be claimed as a personal tax deduction
2. Expenses normally recoverable from a third party.
3. Parking, traffic or other fines and penalties.
4. Travel expenses unless predetermined by the Board.
5. Accommodation will not be reimbursed unless prearranged by the Board.

**Petty Cash Claim.**

Name of claimer. ……………………………………………….

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Item purchased | Cost | Receipt | Other proof |
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|  |  |  |  |  |

Signature of claimer. …………………………………………..

**PETTY CASH RECONCILIATION.**

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| --- | --- | --- | --- | --- | --- |
| **DOCKET** |  |  |  |  | **ON HAND.** |
| **NUMBER** | **DATE** | **PURCHASER** | **CLAIM** |  | **$100.00** |
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|  |  |  |  |  |  |
|  |  | **TOTAL CLAIMS** | **=** | **XXXXXXXXXXXXX** | **XXXXXXXX** |
|  |  | **TREAS. REIMBURSE** | **XXXXXX** | **= +** |  |
|  |  |  |  |  | **= $100.00** |

**Authorisation**

This policy was adopted by the Board of Yass community Radio Association Incorporated, at its meeting held on 19 July 2010.

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Secretary President

Yass Community Radio Assn. Inc.