

Petty Cash Policy

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POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by & Date	Date on Intranet

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1 INTRODUCTION

The purpose of this procedure note is to detail the responsibilities and procedures for the management of the petty cash float held at NHS North Lincolnshire CCG.

The CCG's constitution, which specifically includes:

- Standing Orders (SO's)
- Standing Financial Instructions (SFIs)
- Scheme of Delegation (SD)
- Prime Financial Policies (PFPS)

Also requires the CCG to develop more detailed policies to ensure that it operates with sound financial controls and good corporate governance.

2 POLICY PURPOSE AND AIMS

The CCG recognises that for practical reasons and in the interest of efficiency there are times when small items of expenditure incurred by staff or other key stakeholders in the pursuit of the CCG business should be reimbursed via petty cash float rather than other more administratively demanding ways and this policy is designed to facilitate that process whilst ensuring that resources are committed without detriment to Value for Money (VFM) or good corporate governance.

3 ROLES RESPONSIBILITIES AND DUTIES

Petty cash can only be reimbursed for receipted expenditure. Petty cash should be used only for small cost items that require urgently or may not be available economically in small quantities through the supplies ordering system. Petty cash should never be used to circumvent CCG procurement procedures, as set out in the CCG constitution.

When the petty cash holder has planned absence from work the petty cash float should be formally handed over to another specific officer and the agreed float documented at the time of transfer. On the petty cash holder's return to work the float should be formally handed back from the temporary holder, following a reconciliation of the float.

Where the petty cash holder has unplanned absences from work, the nominated officer for planned absences will take on the float. The same reconciliation process will be followed, as above.

4 FLOAT LEVELS AND ADMINISTRATORS

North Lincolnshire CCG's petty cash float level is £200.00 and is administered by the Business Manager with the Office Manager providing cover.

Reimbursement can take place, up to the value of £50

The CCG has a set float level and at any one time the cash in hand along with the receipts for items purchased should always equal the float level.

5 PURCHASES / PETTY CASH CLAIMS

When the float is to be utilised, a decision is needed with the requested and the administrator. The purchase can then be made. It is important that the purchase is made first and the receipt is taken to the administrator of the float for reimbursement. If, a purchase is made before a receipt is obtained, the monetary value is given on the understanding that a receipt is obtained and returned. All receipts must be obtained and attached to the petty cash claim form. If receipts have been lost or have not been obtained, the Line Manager must authorise the expenditure via a letter or memo explaining the details of the item, amount and why the receipt is not available. This must be attached to the petty cash claim form in order for reimbursement to be made.

Once a purchase has been made, a petty cash reimbursement form (see Appendix 1) should be fully completed and taken to the administrator of the float as detailed in section 3, who will then reimburse the cash. The relevant receipts should be attached to the form and the receipt should be signed by the relevant budget holder. The form should have the following details on it:

- name of person making the claim
- department
- reason for reimbursement and amount
- value of goods purchased and sum in words
- financial code
- signature of person making the claim
- signed by the person responsible for the Budget
- supporting receipt
- date

Petty cash vouchers should be entered on a summary log sheet (Appendix 2) on an on-going basis as petty cash is issued from the float. This will automatically calculate the remaining petty cash float. This is subject to random audit checks.

The petty cash tracker Spread sheet is sent across to our Financial Services Team, monthly. This enables them to upload the costs into the necessary budget codes.

Small cash receipts (i.e. not over £50) may also be received into the petty cash float. These should be credited to the float by issuing a credit (negative) voucher and entering a credit line in the summary sheet.

6 REPLENISHING THE FLOAT

When the float is down to approximately £50.00, arrangements should be made to replenish the float back up to £200.00. It is the responsibility of the Business Manager to arrange for the cheque to be raised, and to bank the cheque and to put the cash in the Safe.

A reimbursement form needs signing and sending to Embed, along with the receipts and the summary sheet.

A check should be carried out to confirm that the balance in the petty cash tin equals the balance remaining on the tracker spread sheet. Once this has been confirmed, a payment request should be completed and entered onto the ISFE ledger for the relevant amount (using the financial codes as detailed on the petty cash claim forms and tracker spread sheet) and should be made payable to cash by the Business Manager.

The payment request should be authorised by an authorised signatory as per the Operational Scheme of Delegation (OSOD).

Once the cheque has been received it should be taken to the NatWest bank in Brigg where the Business Manager is authorised to cash the cheque. The Office Manager can provide cover if required.

A final check should then be done to confirm that the amount in the petty cash now equals the float value of £200.00.

7 SECURITY

Cash must be kept in a lockable tin in either a safe, lockable filing cabinet or lockable cupboard at all times, and should only be accessed when reimbursing expenditure, checking the balance in the tin or replenishing the float. Only the administrators of the petty cash float should have access to the tin at any time.

Two members of staff should go the bank to collect the cash.

Monitoring and Review Random audit checks may be undertaken to ensure all monies accounted for and correctly documented. This policy will be reviewed annually and more often if required.

8 IMPACT ANALYSES

8.1 Equality

As a result of performing the screening analysis, the policy does not appear to have any adverse effects on people who share Protected Characteristics and no further actions are recommended at this stage.

8.2 Sustainability

A Sustainability Impact Assessment has been undertaken. No positive or negative impacts were identified against the twelve sustainability themes.

8.3 Bribery Act

This Policy is designed to contribute to the CCG's obligation to ensure adequate measures are in place to prevent acts of bribery within the meaning of the Bribery Act 2010.

9 SCOPE

This policy applies to:

- All CCG employees, including all full and part-time staff, staff on sessional or short term contracts, Lay members, students and trainees (including apprentices), agency staff, seconded staff
- Members of the CCG's Board, Committees, Sub Committees and Sub Groups, including co-opted members, appointed deputies and members of committees/groups from other organisations
- Members of the CCG (Council of members) – defined as GP partners (or where the practice is a company, each director) and any individual directly involved with the business or decision making of the CCG e.g. representatives at the Council of Members, GP portfolio leads

10 APPENDICES
Appendix 1

Appendix 1 Petty Cash Reimbursement Form

NHS North Lincolnshire CCG

PETTY CASH REIMBURSEMENT FORM

Paid to

Department

Reason for Reimbursement

	£	pp
Total Received		

Sum received (in Words)

Financial code

Received by

Signed

Date

Appendix 2 Petty Cash Tracker Spreadsheet

NHS North Lincolnshire CCG PETTY CASH TRACKER

Cash Remaining	Payee	Amount	Date	Code	Cost Centre	Subjective	A1	A2	A3
£0.00	Petty Cash Float	£200.00							
£200.00									
£200.00									
£200.00									
£200.00									
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£200.00									
£200.00									
£200.00									
£200.00									
Claim		£200.00							

Checked

Date

Authorised

Date