TOWN OF SUSSEX POLICY

Subject		Number
PETTY CASH FLOAT		C-3
Date	*Approved by*	*Date*
NOVEMBER 25, 2014	COUNCIL [X] OTHER(S) [ ]	MARCH 15, 1993
Signature	*Date of Revision*	
	NOVEMBER 20, 2014	PAGE 1/2

1. The Administration shall be permitted to have two petty cashes in place as follows:

LOCATION	AMOUNT	TYPE
TOWN OFFICE	$ 300.00	PETTY CASH
LIBRARY	$ 100.00	PETTY CASH

2. The control and accountability for the Town Office petty cash will be the responsibility of the Town Clerk/Treasurer.

   The control and accountability for the Library petty cash will be the responsibility of the Librarian.

3. The petty cashes shall be balanced at least once a week. Any overage shall be deposited with the Town Office on a weekly basis, the Town Treasurer will issue a cheque to cover any shortages in the petty cashes.

4. Under no circumstances are employees personal cheques, pay cheques or mileage and expense cheques to be negotiated with petty cash funds, except where the employee is paying an invoice of the municipality for goods or services received from the municipality.

5. Under no circumstances are employees to "borrow" funds from the petty cashes.

6. Under no circumstances are personal, payroll or government cheques to be accepted by employees and cashed with petty cash or cash float funds for any third party who is not paying a municipal invoice or purchasing a good or service from the Town.

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7. A petty cash voucher shall be completed for any funds used from the petty cash. A sales invoice or receipt will be attached to the petty cash voucher after the goods or service is purchased.

8. The Town Treasurer will periodically issue a cheque to replenish the petty cash fund when the petty cash vouchers, along with a tape listing and completed purchase order is received. The cheque to replenish the petty cash will be made payable to the employee responsible for the petty cash with exception to the petty cash located at the Town Office, which will be made payable to and deposited in the name of the Town of Sussex.

9. The Town Treasurer or Town Auditor shall be entitled to make periodic checks and balances of the petty cashes.

10. The petty cashes shall be kept in a secure place and if available in a locked vault at the end of the day.

11. Debit/Credit card devices for electronic payment of Town invoices, with the exception of demolition or development deposits, shall be permitted at the Town Office and Community Services Facilities. The Community Services Department will submit to the Town Office a deposit sheet at the end of each day that an electronic payment is received, indicating the invoice number, customer name, the method of electronic payment, taxes paid (HST) and the GL Code to be credited with the payment. There shall be no cash or cheques accepted for payment at any Town facility with the exception of the Town Office unless approved by the Town Treasurer in writing.

12. Any violations of this policy will be forwarded to the Administration Committee for disciplinary action.