Petty Cash

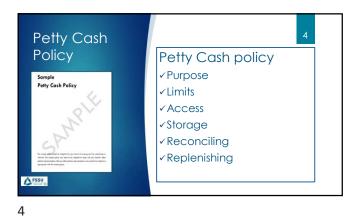
CONTROLS AND PROCEDURES

A FSSU

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Petty Cash Overview Petty Cash is used for small payments of goods or services A good system of internal controls and procedures are necessary to ensure petty cash is used appropriately and to protect against theft or fraud.

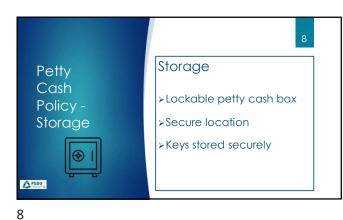






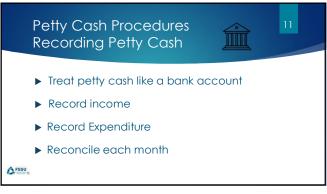
Limits Petty Maximum Transaction Limit Cash ► €25 or €50 per transaction Policy -Maximum Float Limit > €250 max Limits Review limits annually Example: Example: Balance in petty cash box - € 25 Top up by €225 Max Float Allowed €250 Imprest System Only replenish to the maximum float amount allowed A FSSU

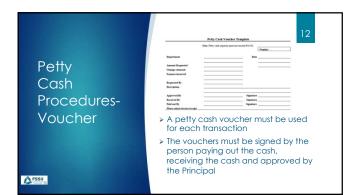


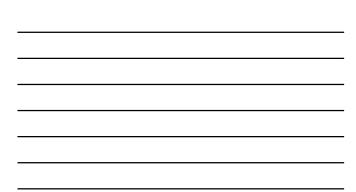




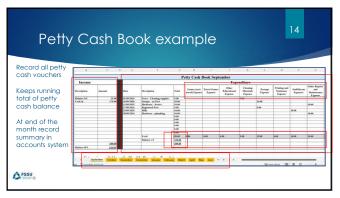


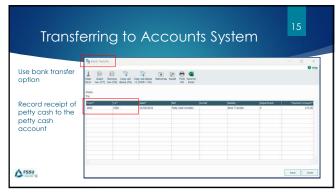






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Pet	ty Cash \	∕oucher E	xan	nole	
101				ipio	
		Petty Cash Voucher Te	mplate		
	3-	Note: Petty cash requests must not er			
				Number	
	Department	Caretaker	Date		
	Amount Requested	€50.00	-		
	Change returned	€10.00 €40.00			
	Expense incurred	<u>e40.00</u>	-		
	Requested By		-		
	Description				
	Approved By		Signature		
	Received By Paid out By		Signature		
FRAM	Please attach invoice/recel	pr			

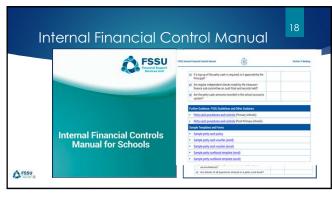






Transfei	ring to	Acc	oun	its S	Sys	tem	16
Use summary totals from the cashbook to record the total	Bank Pay	Internal Internal Tow (F2) row (F8)		cell above C Shift + F6) i		Aemorise Recall Print lat Sen Exe Tax Rate	
expense under	N/C						
the relevant	Bank*	Data* R	f Ec.Ref	N/C*	Depart	ment Details	Net[T/C*
Nominal Code	1900	30/09/2024		5170	0	Sept Cleaning Materials	5.00 79
	1900	30/09/2024		6210	0	Stamps/Reg Post Repairs Sept	15.00 T9 20.00 T9
	1990	30/09/2024		6780	0	Mik Sept	10.00 T9
FSSU							

12 - 010 12 LA LA niedt Activity Recorcile Back Payments Custo transfer - rec		annibad Selete Caur Prof. Int. Sand In Statements Ecologie	Ell (1
Refresh			Include inactive
Netter Online Payment system	(Bank feed enabled?	Last Recentled Data	Last Recording Balance
Current Account No 1	NA NO	31/97/2024	249675.36
Current Ac No 2 Parents Association	10	31/07/2024	152125.03
Parents Association	10	31/06/2020	0.00
Petty Cash Account	100	81/98/2524	150.50
Cash Control Account Payfal Ac	10		0.00







20 Petty Cash Q & A