



## **POLICY – 4.8 – Petty Cash and Till Float**

**Relevant Delegation**

N/A

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### **Policy Statement**

1. Petty Cash –
  - a) A petty cash float may be held in the custody of a suitable officer at the direction of the Chief Executive Officer
  - b) All claims on petty cash are to be supported by receipts for the expenditure, or written explanation of the expenditure, and authorised by Chief Executive Officer prior to payment
  - c) Prior to recoup, payments made and cash on hand are to be reconciled.
2. Till Floats –
  - a) Till floats may be held in the care of suitable officers at the direction of the Chief Executive Officer, at–
    - Shire Office for front counter
    - Community Resource Centre
    - Caravan Park
  - b) No cash payments are to be made from the till float
  - c) Cash on hand is to be reconciled with record of receipts and till float daily.

*– End of Policy*

ADOPTED: 30 AUGUST 2018

REVIEWED: 29 FEBRUARY 2024