

TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION	
Subject: Petty Cash	Number: 1.15
Coverage: Staff	Approved by: Council & CAO
Effective Date : September 7, 1993	Revision Date: August 8, 2006

Rationale

The following policy outlines acceptable use of department petty cash funds, to ensure that these funds are used appropriately.

Policy Statement

Town Council hereby authorizes the creation of a petty cash fund for the Department of Community and Economic Development in accordance with the following terms and conditions:

- 1) The maximum limit for the petty cash fund shall be \$100.00.
- 2) The fund is to be used only for government expenses.
- 3) The fund shall not be used to settle part of the Town's accounts payable transactions.
- 4) Salaries or salary advances are not to be paid out of petty cash under any circumstances.
- 5) Small material purchasing is allowed where it is not possible to issue a purchase order and process by normal accounts payable or where there is no standing purchase order system in effect. Examples Postage for parcels C.O.D. on parcel shipments.
- 6) Travel expenses, with the exception of emergency trip meal expense and gas required in Town vehicle, shall not be paid out of petty cash.
- 7) All expenses claimed for petty cash reimbursement shall be supported by a receipt from the supplier. Expenses shall be cleared at least monthly.
- 8) Custody and accountability of the petty cash fund is the responsibility of the department head.
- 9) The fund (s) shall be subject to cash balance verification by the CAO's Office at the end of each month and at other times as deemed necessary by the CAO.

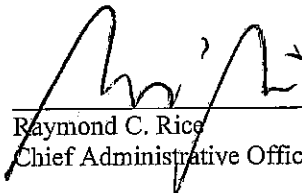
Previous Policies

The previous policy 1/42 "Petty Cash", approved September 8, 1993, is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 8th day of August, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 5th day of March, 2007



Raymond C. Rice
Chief Administrative Officer