



UTC Cambridge Petty Cash Policy and Procedure

Lead member of SLT: HRM/Business Manager (Elizabeth Andrews)
Designated Governor: Finance and Audit Committee Chair (Scott Haldane)

Legislation and reference:

EFA Academies Financial Handbook [Academies Financial Handbook 2015 - Publications - GOV.UK](#)

Associated documentation

UTC Cambridge Finance Manual (February 2016)
UTC Cambridge Purchasing Policy

UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.
By respecting one another we enhance our experience and benefit from different perspectives.
We take individual responsibility, ensuring team delivery.
By respecting our environment, our world, we make a difference.
We celebrate positive contribution and aspire to excellence.
We are morally and ethically responsible in scientific and environmental innovation.

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Review date: August 2016

1. Introduction

1.1. The purpose of this policy and procedure note is to clarify the arrangements for the holding, payment from, topping up and accounting for Petty Cash by UTC Cambridge hereafter known as UTCC.

1.2 This document should be read in conjunction with the UTCC Financial Manual and the EFA Academies Financial Handbook.

2. Aims of the Policy

- 2.1. UTCC recognises that it is not always possible or practical for all items of expenditure to be invoiced and subsequently paid via the purchase ledger. This policy and procedure gives guidance on the situations where it is appropriate to pay via petty cash.

3. Use of Petty Cash

- 3.1. The circumstances and rules surrounding the use of petty cash will vary depending on the nature of the expenditure. In general, the use of petty cash is the most practical payment method where the amount is small and either the
 - the supplier is not regularly used and demands prompt payment
 - the supplier is not regularly used and demands payment in cash
 - the supplier requires payment in cash
- 3.2. The aim of minimising the amount spent via petty cash should be kept in mind at all times

4. Responsibility for Petty Cash Management

- 4.1. There is one petty cash box located in UTCC
- 4.2. The Finance Coordinator is responsible for the day to day management of the petty cash balance.
- 4.3. The float must not go above £200.
- 4.4. All requests for Petty Cash should be directed through the Finance Coordinator.
- 4.5. The petty cash box must be kept securely locked away in the Finance Safe at all times unless monies being given or the box is being reconciled.

5. Advances, Issuing and Purchases from Petty Cash

- 5.1. No transaction should exceed the limit of £50.00 unless in an emergency, prior authorisation has been sought from the Principal (Accounting Officer)
- 5.2. One person shall spend no more than £50.00 in any one day.
- 5.3. An original receipt giving full details of the goods or services purchased must be obtained for all items of expenditure requiring reimbursement.
- 5.4. A petty cash voucher must be completed showing the nature of the expenditure and the detail the department.
- 5.5. The petty cash voucher must be signed by the person receiving the reimbursement and correctly authorised before any items are bought.
- 5.6. Advances will be given for the making of the purchase however the staff member must sign the voucher with the details of the advance given
- 5.7. Any change and receipts must be provided to the Finance Coordinator as soon as possible after the transaction and certainly no later than three days after the date of the transaction.
- 5.8. The claimant must be able to provide sufficient information to allow for coding of the transaction.

6. Recording and Reimbursement of Petty Cash Expenditure

- 6.1. The Finance Coordinator should record petty cash expenditure electronically on the petty cash record sheet as expenditure as incurred. (<O:\Finance\FINANCE\Petty Cash>)
- 6.2. This sheet records the voucher number, date, the claimant's name, the amount and the coding

information during the period since the last reconciliation

7. Petty Cash Float Reimbursement

- 7.1. The petty cash box shall be run on the Imprest System
- 7.2. Petty cash box will be reconciled on a weekly basis by the Finance Coordinator
- 7.3. Once reconciled, the vouchers and reconciliation shall be passed to the HRM/Business Manager for approval.
- 7.4. Following the approval, a cheque for the total of expenditure since the last top up to the imprest amount (currently £200.00) shall be prepared and taken to the bank.
- 7.5. The completed reconciliation and vouchers returned to the Finance Coordinator for recording in the finance system.
- 7.6. Spot checks of the petty cash boxes and a count of the reconciliation of the monies can be carried out by either the HRM/Business Manager or the Accounting Officer (currently the Principal).

8. Prohibited Expenditure

- 8.1. Petty cash must not be used for personal purposes, for the cashing of personal cheques or the payment of salaries or wages.
- 8.2. Petty cash can also not be used to make payments on which income tax must be considered such as travel, working lunches and subsistence.

9. Planned Leave Arrangements

- 9.1. At times, when the Finance Coordinator is on leave, then the HRM/Business Manager will take over the role.
- 9.2. A reconciliation and handover must be carried out at the beginning and end of each leave period.