



Policy No: SJD/ORG/26	Authorised by: Davina Powell	Review Date: 2 nd November 2023
Policy Date: 12 th April 2021		Date of Next Review: 1 st November 2024
PETTY CASH PROCEDURE		

The following procedure is designed to establish the structure of an effective and efficient petty cash system.

Petty Cash requests from SJD Homes to Management

Four weeks of petty cash requests should be completed and sent to the relevant Administrator for your home as requested every month.

Should there be any amendment(s) to these requests the Administrator should be informed immediately / no later than Monday 12 noon for the amendment to be included.

All petty cash expenditure should be recorded in the Petty Cash Logbook.

The date, name of supplier and amount paid is to be entered on the sheet and balance updated accordingly.

At the end of every week the petty cash amount should be checked by the home manager and an entry made in the logbook to show that he/she has checked it.

If the amount is correct: -

- State you agree with the balance.
- Manager signs.

If the amount is incorrect: -

- This should be investigated.
- Enter reason why this was necessary.
- Make an adjustment in the 'OUT' column if under, and in the 'IN' column if over.
- Amend the '£ BAL' column accordingly.

In relation to the food and float allowance, if you have a balance from the previous week, this amount should be deducted from the following week's request, i.e., If you normally receive £100 per week petty cash for the home and you have £50 left over from the week before you should only request £50 on the following week's petty cash to top up.

Return of Petty Cash Receipts

Plastic wallets will be supplied to store all receipts spent from the food and float allowance. Each Tuesday when petty cash is replenished, the plastic wallet containing the receipts should be handed to the Manager supplying the petty cash top up. The Manager will then return the receipts to head office. The Manager replenishing the petty cash should also hand the home manager a separate empty wallet

to continue to store the receipts for the following week. Therefore, each week an empty wallet will be exchanged for the wallet containing the previous week's receipts.

Every Monday the previous week's petty cash sheet should be scanned and emailed to info@sjdHomes.org.uk by 12 noon.



