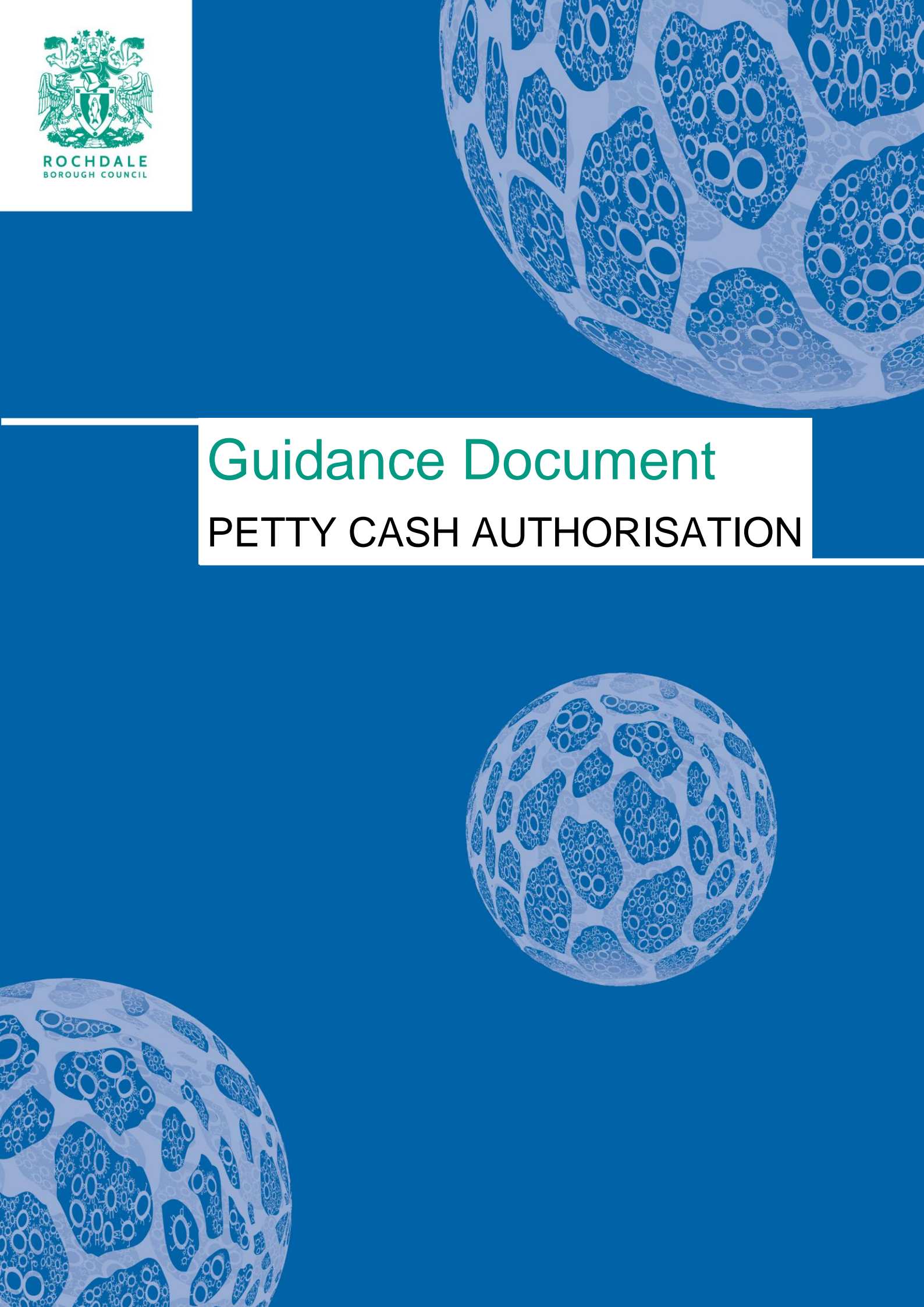




# Guidance Document

## PETTY CASH AUTHORISATION



# Document Control

Document Title:

## Summary

|   |   |
|---|---|
| Publication Date  | 13 OCTOBER 2017                                 |
| Related Legislation / Applicable Section of Legislation | N/A   |
| Related Policies, Strategies, Guideline Documents       | PETTY CASH BUSINESS PROCESS                     |
| Replaces  | N/A   |
| Joint Guidance Document (Yes/No)                        | NO  |
| Name of Partner(s) if joint                             | N/A   |
| Guidance Document Owner (Name/Position)                 | MARION BROWN BUSINESS SUPPORT PRINCIPLE MANAGER |
| Guidance Document Author (Name/Position)                | MARION BROWN BUSINESS SUPPORT PRINCIPLE MANAGER |

## Review of Guidance Document

|                      |               |
|----------------------|---------------|
| Last Review Date     |               |
| Review undertaken by |               |
| Next Review Date     | 13 APRIL 2017 |

## Document Approvals

This document requires the following approvals.

| Name         | Title                              | Date of Issue | Version Number |
|--------------|------------------------------------|---------------|----------------|
| MARION BROWN | BUSINESS SUPPORT PRINCIPLE MANAGER | 13/10/16      | 0.01           |
|              |                                    |               |                |
|              |                                    |               |                |

# Components of Your Guidance Document

## Contents Page (Optional)

Consisting of:

- Table including list of section/sub-section headings and page numbers

## Executive Summary (Optional)

Consisting of:

- Synopsis including the documents aims
- Whom the document is applicable to
- If new document, reason for development
- Documents to be read in conjunction with

## 1. Introduction (Mandatory)

Consisting of:

- Rationale stating why the document is necessary. It will include reference to any relevant guidelines, statutory requirements or other recommendations.
- Scope; this defines for whom and where the document will apply.
- The major underlying principles on which the document is based.

## 2. Guidance (Mandatory)

Consisting of:

- Actual guidance. A guidance document may include several sub-headings under this topic.

## 3. Process for Monitoring Compliance and Effectiveness of the Guidance Document (Mandatory)

Consisting of:

- An outline of the proposed methodology and approach for the review of effectiveness and/or compliance with required standards

## 4. Guidance Document Review Date (Mandatory)

Consisting of:

- Date guidance document will be reviewed

## 5. Glossary of Terms (Optional)

Consisting of:

- Definition of technical or specialised terminology used within the document

| Term | Meaning |
|------|---------|
|      |         |
|      |         |

## 6. Supporting Documents (Optional)

Consisting of:

- Details of any supporting/linked documents that should be considered to enable effective application and utilisation of the guidance document.

## 7. References (Optional)

Consisting of:

- A list of documents referred to in the main body of text

## 8. Appendices (Mandatory, if mentioned in other sections)

Consisting of:

- Additional material necessary to the delivery of the guidance document requirements
- Implementation plan
- Equality Impact Assessment

## CHILDREN'S SERVICES BUSINESS SUPPORT PETTY CASH AUTHORISING GUIDANCE

Completed Finance Form received by Business Support with details of expenditure, cost code and approved by a Practice Manager. (Budget holder where possible)

Cash must only be issued awaiting receipts in exceptional circumstances agreed by relevant Practice Manager and/or Head of Service



Receipt provided attached to the Finance Form.



Business Support check amount requested on Finance Form against receipts provided before paying any money.



*Petty cash slip* completed giving details of amount issued, who to and date. Recipient signs for cash received.



Finance Form with receipts and petty cash slips attached placed in the petty cash box.

Petty cash levels checked regularly by Business Support Officer and reclaim completed (following business process) to ensure sufficient amounts of cash available



When the cash is balanced Petty Cash Claim Calculator spreadsheet completed by Business Support Officer (claimant) logging details of all of the expenditure including cost codes. Claimants name and the name of the approving Asst Business Support Manager must be on the spreadsheet



Business Support Officer submits the completed spreadsheet and the Petty Cash Cheque Request Form by e-mail to approving Asst Business Support Manager for authorisation.



Asst Business Support Manager checks the claim against all Finance Forms/Receipts and forwards the claim via email to Financial Processing



**QUARTERLY QUALITY ASSURANCE OF CLAIMS, FINANCE PAPERWORK & RECEIPTS COMPLETED BY BUSINESS SUPPORT MANAGER**



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