

Dorset Children's Homes

Financial Procedures – Petty Cash

1. Key Requirements

- 1.1 The overall responsibility for finances rests with the Registered Manager. The day-to-day management of petty cash will be delegated to the shift leader.
- 1.2 All financial transactions within the home must be recorded and receipts must be obtained for any money spent.
- 1.3 All cash will be kept in a safe and the safe keys will only be available to the Registered Manager, Senior or shift leader. Petty cash may only be issued by one of these officers, or with their specific written delegation.
- 1.4 Each home has its own imprest (Petty Cash) account for the purchase of;
 - Food
 - Clothing
 - Activities (Individual and group)
 - Stationery
 - Household and personal requisites
- 1.5 For further guidance on these allowances, please see the Residential Services Finance Procedure.

2. Petty Cash procedures

- 2.1 The petty cash float is to be maintained in a single cash tin in the safe.
- 2.2 Keys to the petty cash tin may only be used by the Registered Manager, Senior or shift leader, save where the Registered Manager has given a specific, written delegated permission to another employee.
- 2.3 Any money needed must be signed out in the Petty Cash book and a voucher completed with a cost centre and a General Ledger code.
- 2.4 At the end of each shift, the shift leader must reconcile the float against the Petty Cash book.
- 2.5 All receipts must be attached to the correct voucher, numbered and must correspond with the Petty Cash Book.
- 2.6 The Registered Manager will ensure the Dorset Children's Homes Business Support Team maintain the correct level of float in the petty cash tin.
- 2.7 **Employees must not:**
 - Take money out of Petty Cash without completing a petty cash voucher
 - Leave the Petty Cash tin unlocked

- Lend or borrow money from petty cash for any reason
- 2.8 When reconciling the petty cash, all errors must be corrected by checking back against receipts and entries. Adjustments to make the claim balance must never be made.
- 2.9 Misuse or misappropriation of petty cash and/or residents' finances may result in disciplinary action.**