

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: PETTY CASH, PURCHASING AND REIMBURSEMENT**

**Applies to:** All Personnel and Volunteers

**Effective/Revision Date:**

January 26, 2004  
April 20, 2006  
November 9, 2006  
September 12, 2011  
March 1, 2013  
February 12, 2014  
June 8, 2015  
September 14, 2015  
September 18, 2017  
September 23, 2019  
June 24, 2020

### **Activity Service**

1. Add any item to be purchased to the ShareVision Supplies (Ordering) list and notify the supervisor.
2. The supervisor processes the request and if approved prints the approval.
3. If the purchases is being made from petty cash, the supervisor:
  - Gives the person cash and writes the amount given and date on a piece of paper and places it in the cash box.
  - Attaches the printed ShareVision Supplies approval to the petty cash form.
4. Upon returning to the site, on the receipt write your initials and what was purchased and give the completed receipt and change to the supervisor.
5. The supervisor removes the paper with the original amount given and initials the receipt confirming payment and places it in the cash box.
6. If the purchases is being made and reimbursed through the employee's monthly Mileage and Expenses report, the supervisor gives the printed approval to the employee to attach to the report with the receipt.
7. At the end of each month, the supervisor completes the petty cash form as outlined below. If petty cash gets below \$20.00, it may be submitted sooner.
8. Petty cash is maintained at a predetermined amount based on an estimate of how much that department will require per month. The supervisor submits the completed form, approved ShareVision Supply document and receipts to the administration department for reimbursement at month end (regardless of balance) or sooner if balance goes below \$20.00.

## **Costco Shopping**

1. A list of items required is completed in ShareVision and the supervisor approves it.
2. Staff assigned to make purchases obtain IGA cards or Costco cash cards.
3. Upon returning to the site, on the receipt staff writes their initials and what was purchased. If the purchase was out of pocket give completed receipt to supervisor for reimbursement or attach to month-end Expense/ Mileage Claim form.
4. Return card and receipt to original location.

## **Social Recreation**

1. Petty cash is maintained at predetermined amounts.
2. Add any item to be purchased to the ShareVision Supplies (Ordering) list and notify the supervisor.
3. The supervisor processes the request and if approved prints the approval and gives it to the support worker to attach to the petty cash form.
4. Prior to taking money to make purchases, count the money to ensure it equals the amount reflected on the Petty Cash form. If the amount differs, indicate on the sheet the difference and record the exact amount in the pouch. Notify the supervisor if there is a shortage.
5. Upon returning complete the form as stated below.
6. Circle the date and initial the receipt.
7. Count the money in the pouch along with any remaining change; verifying the amount coincides with the total on the petty cash sheet.
8. Place the receipt and the remaining change and Petty Cash form into the cash pouch.
9. At the end of each month, the support worker completes the petty cash form as outlined below. If petty cash gets below \$20, it may be submitted sooner.
10. The support worker gives the completed Petty Cash form to the supervisor for approval.
11. The supervisor submits the completed form and receipts to the administration department for reimbursement at month end (regardless of balance) or sooner if balance goes below \$20.00.

## **Social Ventures**

### **Cash Float for Product Sales**

1. The petty cash is used as a cash float for product sales. This float is to remain locked in the safe at all times.

2. Staff working in the bike production areas must count the cash float at the beginning of their shift. The amount of cash on hand is recorded in the "BikeWays Cash Float" list on ShareVision. If the amount on hand does not equal the required cash float amount staff will note this in the ShareVision list and contact area supervisor immediately.

3. At the end of their shift staff will count the amount of cash on hand, edit their ShareVision entry from the beginning of their shift and enter the amount of cash on hand. If the difference between cash at the end of the shift, less the cash at the beginning of the shift, does not equal the amount of sales or donations collected during the shift, staff is to note this in the ShareVision entry and contact area supervisor immediately.

#### Petty Cash

1. Add any item to be purchased to the ShareVision Supplies (Ordering) list and notify the supervisor.

2. The supervisor:

- Processes the request and if approved prints the approval and gives it to the support worker to attach to the petty cash form.

- Writes the amount given and date on a piece of paper and places it in the cash box.

3. Upon returning to the site, on the receipt write your initials and what was purchased and give completed receipt and change to the supervisor.

4. The supervisor removes the paper with the original amount given and initials the receipt confirming payment and places in cash box.

5. If the purchases is being made and reimbursed through the employee's monthly Mileage and Expenses report, the supervisor gives the printed approval to the employee to attach to the report with the receipt.

6. Every Thursday the bike shop completes the petty cash form as outlined below and submits it to the administration department.

7. Petty cash is maintained at a predetermined amount based on an estimate of how much that department will require per month. The bike shop submits the completed form and receipts to the administration department for reimbursement every Thursday (regardless of balance).

#### Residential

1. Gift cards are purchased and kept in the petty cash/grocery box.

2. Request permission from your immediate supervisor to purchase items and either obtain gift card(s) or make purchase out of pocket.

3. Upon returning to the site, on the receipt staff writes their initials, circles the date and what was purchased. If the purchase was out of pocket attaches to their month-end Expense/ Mileage. If the purchase was using a gift card(s) attach to the Petty Cash Residential form.

## **Staff Purchasing**

1. Add any item to be purchased to the ShareVision Supplies (Ordering) list and notify the supervisor.
2. The supervisor processes the request and if approved prints the approval and gives it to the support worker to attach to their Mileage Expense Report.
3. Complete purchase.
3. Obtain a Mileage Expense Report, document the purchase and attach the receipt and the printed Supplies (Ordering) approval.
4. At the end of the month submit the completed form to your supervisor or manager who will sign and submit for reimbursement.

## **Completing the Petty Cash Form**

### Top Portion

1. Service Area: Enter the name of the area receiving petty cash, i.e. Activity Service, Social Recreation, etc.
2. Date: Enter the date cash received.
3. Control Amount: Enter the amount of cash received (this is a set amount and will only change with the approval of the finance manager).

### Entering Expenditures (column headings):

1. Date: Enter the date of the receipt.
2. Description: Enter the place the purchase occurred.
3. Receipt Amount: Enter the receipt amount.
4. Enter 50% of the GST from the receipt (if any).
5. From the receipts determine how the individual expenditures should be allocated (or coded) i.e. coffee, paper, to Office Supplies, windshield wiper to Auto Repairs, swimming to Client Activity Supplies, etc.
6. If the receipt contains items that apply to different column (codes) they must be broken out individually and listed in separate rows. Do not keep entering the receipt amount. See the Example below.

Example:

PATHWAYS ABILITIES SOCIETY

**PETTY CASH**

Service Area: Activity Service

Date: June 30, 2020

Control Amount: 100.00

Date	Description	Receipt Amount	1230 50% GST Total	5055 Auto Repairs	5105 Client Activity Supplies	5173 House-ware	5215 Food	5220 Janitor Supply	5265 Equip. Repairs Maintain	5270 Building Repair Maintain	5335 Society	5340 Parking Mileage	Misc.	Total
June 17/13	Dollarama	22.73	.33		10.42				11.98					22.73
June 29/13	Safeway	12.65					12.65							12.65
June 30/13	Wal-Mart	31.58	.60		19.04				11.94					31.58
June 30/13	Parking Meter Downtown	No receipt .50										.50		.50
Total		67.46	.93		29.46		12.65		23.92			.50		67.46

Total Receipts: 67.46

Total Cash on hand: 32.54

7. To balance, add up from the Total row at the bottom: 50% of GST + all the expense entries (coded items) and ensure it is the same as the receipt Total.

8. If you are unsure where an item should be coded to put it in the miscellaneous column using the same formula (50% of GST- item amount) and in the note section indicate what the item is.

9. In the bottom corner enter the total receipts and the total cash on hand.