


LAPEER COUNTY COMMUNITY MENTAL HEALTHDate Issued 06/26/1996Date Revised 03/20/12; 02/04/19

<b>CHAPTER</b> Fiscal Management	<b>CHAPTER</b> 06	<b>SECTION</b> 002	<b>SUBJECT</b> 25
<b>SECTION</b> Accounting		<b>DESCRIPTION</b> Petty Cash Fund and Checking Account	
<b>WRITTEN BY</b> Richard I. Berman, CMHA, Ph.D.	<b>REVISED BY</b> Sandy Koyl, BHSA IT, Billing and Data Management Supervisor	<b>AUTHORIZED BY</b>  Lauren Emmons, ACSW CEO	

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers			

**POLICY:**

It shall be the policy of LCCMH to use established Petty Cash Funds for small purchases that are required each month.

**STANDARDS:**

The agency will attempt to avoid the cost of processing checks to local vendors or staff for expense reimbursements. Petty Cash funds are designated for official Agency uses only.

Petty Cash funds are to be utilized for reimbursement only. The total cash and invoices/receipts should equal Petty Cash fund balance.

**PROCEDURES:**

There is \$1,000 available in the checkbook for the Assertive Community Treatment Program checking account, payable to the custodian of the petty cash fund (ACT supervisor or designee) for ACT program use.

As necessary, checks can be written to restore the fund. The established balance, the total of approved vouchers paid by the fund but not yet reimbursed to the fund, plus

CHAPTER Fiscal Management	CHAPTER 06	SECTION 002	SUBJECT 25
SECTION Accounting		DESCRIPTION Petty Cash Fund and Checking Account	

cash remaining in the fund should equal the established fund. When paid, approved vouchers will be placed in an envelope and turned into Accounts Payable to go through the regular audit process.

In addition, Petty Cash accounts are maintained to provide ready cash for miscellaneous day-to-day purchases and emergency expenses. Requesting recipient of funds fills out Petty Cash request slip and receives supervisor approval signature as needed. Recipient turns in invoice/receipt to Accounts Payable staff who in turn writes up a receipt and gives a copy to the requesting staff.

Accounts Payable staff processes and replenishes the Petty Cash fund as needed through the bi-weekly audit process.

Petty Cash funds shall be kept in a locked location. Only designated persons have access to the Petty Cash funds.

SK:mgr

-----  
This policy supersedes  
#06/96031 dated 06/25/1996.  
-----