

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Chapter # F		Subject # 225.3
Subject Title Petty Cash	Adopted 12/15/99	Last Revised 4/7/17	Reviewed 6/6/06; 4/20/10; 2/24/14; 4/14/15; 4/7/17

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Intent

Reimbursement of imprest and similar funds shall be made only for valid transactions.

2.0 Disbursement of Funds

- 2.1 Prior to disbursement of any funds, a voucher shall be prepared with supporting evidence such as receipts or other miscellaneous supporting detail and approved where appropriate.
- 2.2 A Summary of all disbursements shall be maintained and an analysis should be performed in order to charge the proper general ledger accounts.
- 2.3 Periodically, the imprest account shall be replenished so as to bring the balance up to the imprest amount. The amount replenished shall equal the sum of all imprest account disbursements since the previous reimbursement and any differences have been reconciled.
- 2.4 Based upon the summary generated, journal entries shall be prepared, approved, and posted to the general ledger.

Robert S. Lathers, Chief Executive Officer	Date		