



AUSTRALIAN RUGBY LEAGUE REFEREES' ASSOCIATION INC

POLICY DOCUMENT 8.12

Petty Cash

Date Approved by the Board: 13/2/2000 Date Issued: 1/3/2000

1. OBJECTIVE

To provide policy and procedures associated with the management and disbursement of petty cash

2. SCOPE

Petty cash shall be utilised to cover minor payments associated with the everyday running of the Association

The C.E.O. shall maintain and account for a Petty Cash advance of \$300.

Payment for any single item of expenditure shall not exceed \$50.

All payments will be authorised and paid by C.E.O.

Petty Cash claims made by C.E.O. will be made in the usual manner.

A Petty Cash File containing all Claim Forms shall be tabled at Board Meetings

3. PROCEDURES

All claims for reimbursement of expenditure claimed against Petty Cash shall be made on a Petty Cash Claim Form, signed and presented to the C.E.O. for payment.

Receipts or other documentation must be attached to the Claim Form.

The C.E.O. shall account for the expenditure claimed against petty cash under the particular General Ledger expenditure type. e.g postage, stationery, printing, etc. when the cheque to replenish the "float" is drawn.

Petty Cash Claim Forms after payment shall be retained by the C.E.O. for audit purposes. They may be destroyed after audit.