

POLICY

The Poverello Center controls its petty cash process through appropriate establishment, approvals, documentation, reconciliation, and careful oversight to ensure accountability and prevent misuse. Petty cash is a small fund maintained for minor, incidental expenses that cannot be efficiently handled through checks, credit cards, or electronic transfers.

PROCEDURE

I. Establishment and Limits: The petty cash fund shall be established at a fixed amount not exceeding \$500, based on operational needs, and held in a secure, locked box or safe accessible only to the designated custodian (e.g., COO). The fund shall operate on an imprest system, where it is replenished only to restore it to the original amount.

II. Approval and Documentation:

A. All disbursements require pre-approval by a Program Manager or the CEO for amounts over \$50.

B. The custodian shall issue funds only upon receipt of a completed petty cash voucher form, including date, amount, purpose, payee, account coding, and signature of the requester.

C. Original receipts must be attached to the voucher for all expenditures. No funds shall be disbursed without proper documentation.

III. Replenishment and Reconciliation:

A. The custodian shall request replenishment via check or electronic transfer when the fund balance falls below 20% of the established amount, submitting all vouchers and receipts to the accounting firm for review and entry into QuickBooks.

B. Monthly reconciliation shall be performed by the custodian and reviewed by a second party (e.g., CEO or Fiscal Department) to verify the cash on hand plus vouchers equal the fund total. Discrepancies shall be documented and resolved immediately.

C. The COO shall log all transactions in QuickBooks and maintain records in accordance with agency record retention guidelines.

IV. Prohibitions and Oversight:

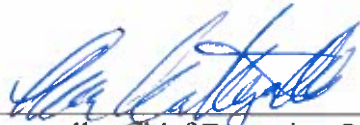
A. Petty cash shall not be used for personal expenses, cash advances, payments to clients, or any unallowable costs under funding agreements (e.g., RWHAP standards prohibiting cash incentives).

B. Voided vouchers shall be retained and logged similarly to voided checks under Policy #1.6.

C. The fund shall be audited annually as part of the financial audit process under Policy #1.7, with any misuse reported via the Whistleblower Policy #1.2.

Approvals:

Signature:



Date:

12/5/25

Thomas S. Pietrogallo, Chief Executive Officer

BOD Approved Date: Pending Date Established: 12/06/2025 Date Revised: N/A



PETTY CASH REQUEST

DATE

PAYABLE NAME:

ADDRESS:

CITY, ST, ZIP:

Account #	Description	Amount	Department
	Attach receipt or paperwork		
	Independent Contractor/W-9		
			Total

PREPARED BY:

APPROVED BY:

REIMBURSEMENTS READY ON FRIDAYS: