

BOROUGH OF HILLSDALE
RESOLUTION 14195

PETTY CASH POLICIES 2014

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash fund; and

WHEREAS, the Chief Financial Officer has prepared the attached polices for the following Petty Cash Funds:

- Borough Clerk
- Police Department
- Detective Bureau
- General Public Assistance Maintenance

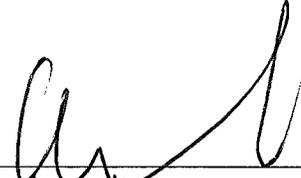
NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Hillsdale that the attached policies be adopted as the Petty Cash policies of the Borough of Hillsdale.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason			X				
Frank, Douglas						X	
Kelley, Thomas	X		X				
Looes, Chrisoula			X				
Meyerson, Lawrence		X	X				
Pizzella, Frank			X				

Adopted: September 9, 2014

Attest:


Susan Witkowski
Municipal Clerk


Max Arnowitz
Mayor



Borough of Hillsdale

PETTY CASH POLICY BOROUGH CLERK

I. PURPOSE/INTENT

The purpose of this policy is to define the guidelines for petty cash. The dollar amount allowed to the Borough of Hillsdale's petty cash fund shall be \$200.00.

II. DEFINITIONS

Petty Cash - may be used for small purchases that must be made quickly and without prior notice on a contingency basis, or for official, organized activities of the Borough of Hillsdale or the various boards that function as part of the Borough. Petty cash may ONLY be used when preferred methods of purchase (e.g. purchase requisition) are not feasible.

Petty Cash Receipt - Attached to the original vendor receipt at the time of petty cash disbursement. Includes the following information: date of the disbursement, purpose of the disbursement, amount of the disbursement, budget account number to be charged, signature of the employee receiving the petty cash, signature of the employee's direct supervisor and signature of the petty cash fund custodian (Borough Clerk/Administrator).

Request for Receipt of Petty Cash Reimbursement - Receipt submitted by the petty cash custodian (Borough Clerk/Administrator) to the requestor when requesting petty cash fund reimbursement.

III. POLICY/PROCEDURE

The maximum amount of the petty cash fund is \$200.00. The maximum amount of reimbursement or payment is \$75.00 per transaction/receipt.

Maintenance of Petty Cash Fund

1. The petty cash fund is maintained by the Finance Office.



2. The petty cash fund must have only one custodian, the Borough Clerk/ Administrator, responsible for disbursements. In the event the petty cash custodian, the Borough Clerk/ Administrator, is unavailable, only the Chief Finance Officer (CFO) is authorized to disburse the fund.
3. The petty cash fund shall be maintained in a cash box, which is to be locked at all times other than when disbursing cash. Only the petty cash fund custodian (Borough Clerk/ Administrator) and the CFO are to have access to the key, which is to be properly secured at all times to prevent access by unauthorized persons.
4. Expenditures made from petty cash shall not exceed \$75.00 per transaction/receipt. Purchases must not be split into multiple transactions to circumvent the \$75.00 limit. Expenditures exceeding \$75.00 must be paid via a purchase requisition/P.O.
5. Shortages and overages are the responsibility of the petty cash fund custodian.
6. Each disbursement of funds requires a completed petty cash receipt and original paid receipt attached. A completed petty cash receipt has a date of the disbursement, the purpose of the disbursement, the amount of the disbursement, the account number to be charged, the signature of the employee receiving the petty cash and the signatures for the appropriate Supervisor and the petty cash custodian.
7. If the petty cash custodian is receiving the disbursement, the CFO must sign the petty cash receipt and disburse the funds.
8. Advances - None permitted.
9. The following are strictly **prohibited**: I.O.U.'s to the petty cash fund for employee personal use, cashing personal checks for any Borough employee and reimbursing purchases not for official Borough business.
10. Improperly completed reimbursement requests will not be processed. It is not the custodian's responsibility to complete the form or obtain the required signatures.





Borough of Hillsdale

PETTY CASH POLICY POLICE DEPARTMENT

I. PURPOSE/INTENT

The purpose of this policy is to define the guidelines for petty cash. The dollar amount allowed to the Borough of Hillsdale's petty cash fund shall be \$200.00.

II. DEFINITIONS

Petty Cash - may be used for small purchases that must be made quickly and without prior notice on a contingency basis, or for official, organized activities of the Borough of Hillsdale or the various boards that function as part of the Borough. Petty cash may ONLY be used when preferred methods of purchase (e.g. purchase requisition) are not feasible.

Petty Cash Receipt - Attached to the original vendor receipt at the time of petty cash disbursement. Includes the following information: date of the disbursement, purpose of the disbursement, amount of the disbursement, budget account number to be charged, signature of the employee receiving the petty cash, signature of the employee's direct supervisor and signature of the petty cash fund custodian (Police Chief).

Request for Receipt of Petty Cash Reimbursement - Receipt submitted by the petty cash custodian (Police Chief) to the requestor when requesting petty cash fund reimbursement.

III. POLICY/PROCEDURE

The maximum amount of the petty cash fund is \$200.00. The maximum amount of reimbursement or payment is \$75.00 per transaction/receipt.

Maintenance of Petty Cash Fund

1. The petty cash fund is maintained by the Police Department.



2. The petty cash fund must have only one custodian, the Police Chief, responsible for disbursements. In the event the petty cash custodian, the Police Chief, is unavailable, only the Chief Finance Officer (CFO) is authorized to disburse the fund.
3. The petty cash fund shall be maintained in a cash box, which is to be locked at all times other than when disbursing cash. Only the petty cash fund custodian (Police Chief) and the CFO are to have access to the key, which is to be properly secured at all times to prevent access by unauthorized persons.
4. Expenditures made from petty cash shall not exceed \$75.00 per transaction/receipt. Purchases must not be split into multiple transactions to circumvent the \$75.00 limit. Expenditures exceeding \$75.00 must be paid via a purchase requisition/P.O.
5. Shortages and overages are the responsibility of the petty cash fund custodian.
6. Each disbursement of funds requires a completed petty cash receipt and original paid receipt attached. A completed petty cash receipt has a date of the disbursement, the purpose of the disbursement, the amount of the disbursement, the account number to be charged, the signature of the employee receiving the petty cash and the signatures for the appropriate Supervisor and the petty cash custodian.
7. If the petty cash custodian is receiving the disbursement, the CFO must sign the petty cash receipt and disburse the funds.
8. Advances - None permitted.
9. The following are strictly **prohibited**: I.O.U.'s to the petty cash fund for employee personal use, cashing personal checks for any Borough employee and reimbursing purchases not for official Borough business.
10. Improperly completed reimbursement requests will not be processed. It is not the custodian's responsibility to complete the form or obtain the required signatures.





Borough of Hillsdale

PETTY CASH POLICY DETECTIVE BUREAU

I. PURPOSE/INTENT

The purpose of this policy is to define the guidelines for petty cash. The dollar amount allowed to the Borough of Hillsdale's petty cash fund shall be \$200.00.

II. DEFINITIONS

Petty Cash - may be used for small purchases that must be made quickly and without prior notice on a contingency basis, or for official, organized activities of the Borough of Hillsdale or the various boards that function as part of the Borough. Petty cash may ONLY be used when preferred methods of purchase (e.g. purchase requisition) are not feasible.

Petty Cash Receipt - Attached to the original vendor receipt at the time of petty cash disbursement. Includes the following information: date of the disbursement, purpose of the disbursement, amount of the disbursement, budget account number to be charged, signature of the employee receiving the petty cash, signature of the employee's direct supervisor and signature of the petty cash fund custodian (Detective/Sergeant).

Request for Receipt of Petty Cash Reimbursement - Receipt submitted by the petty cash custodian (Detective/Sergeant) to the requestor when requesting petty cash fund reimbursement.

III. POLICY/PROCEDURE

The maximum amount of the petty cash fund is \$200.00. The maximum amount of reimbursement or payment is \$75.00 per transaction/receipt.

Maintenance of Petty Cash Fund

1. The petty cash fund is maintained by the Detective Bureau.



2. The petty cash fund must have only one custodian, the Detective/Sergeant, responsible for disbursements. In the event the petty cash custodian, the Detective/Sergeant, is unavailable, only the Chief Finance Officer (CFO) is authorized to disburse the fund.
3. The petty cash fund shall be maintained in a cash box, which is to be locked at all times other than when disbursing cash. Only the petty cash fund custodian (Detective/Sergeant) and the CFO are to have access to the key, which is to be properly secured at all times to prevent access by unauthorized persons.
4. Expenditures made from petty cash shall not exceed \$75.00 per transaction/receipt. Purchases must not be split into multiple transactions to circumvent the \$75.00 limit. Expenditures exceeding \$75.00 must be paid via a purchase requisition/P.O.
5. Shortages and overages are the responsibility of the petty cash fund custodian.
6. Each disbursement of funds requires a completed petty cash receipt and original paid receipt attached. A completed petty cash receipt has a date of the disbursement, the purpose of the disbursement, the amount of the disbursement, the account number to be charged, the signature of the employee receiving the petty cash and the signatures for the appropriate Supervisor and the petty cash custodian.
7. If the petty cash custodian is receiving the disbursement, the CFO must sign the petty cash receipt and disburse the funds.
8. Advances - None permitted.
9. The following are strictly **prohibited**: I.O.U.'s to the petty cash fund for employee personal use, cashing personal checks for any Borough employee and reimbursing purchases not for official Borough business.
10. Improperly completed reimbursement requests will not be processed. It is not the custodian's responsibility to complete the form or obtain the required signatures.





Borough of Hillsdale

PETTY CASH POLICY GENERAL PUBLIC ASSISTANCE MAINTENANCE

I. PURPOSE/INTENT

The purpose of this policy is to define the guidelines for petty cash. The dollar amount allowed to the Borough of Hillsdale's petty cash fund shall be \$100.00.

II. DEFINITIONS.

Petty Cash - may be used for small purchases that must be made quickly and without prior notice on a contingency basis, or for official, organized activities of the Borough of Hillsdale or the various boards that function as part of the Borough. Petty cash may ONLY be used when preferred methods of purchase (e.g. purchase requisition) are not feasible.

Petty Cash Receipt - Attached to the original vendor receipt at the time of petty cash disbursement. Includes the following information: date of the disbursement, purpose of the disbursement, amount of the disbursement, budget account number to be charged, signature of the employee receiving the petty cash, signature of the employee's direct supervisor and signature of the petty cash fund custodian (Director of Welfare).

Request for Receipt of Petty Cash Reimbursement - Receipt submitted by the petty cash custodian (Director of Welfare) to the requestor when requesting petty cash fund reimbursement.

III. POLICY/PROCEDURE

The maximum amount of the petty cash fund is \$100.00. The maximum amount of reimbursement or payment is \$100.00 per transaction/receipt.

Maintenance of Petty Cash Fund

1. The petty cash fund is maintained by the General Public Assistance Maintenance Department.



2. The petty cash fund must have only one custodian, the Director of Welfare, responsible for disbursements. In the event the petty cash custodian, the Director of Welfare, is unavailable, only the Chief Finance Officer (CFO) is authorized to disburse the fund.
3. The petty cash fund shall be maintained in a cash box, which is to be locked at all times other than when disbursing cash. Only the petty cash fund custodian (Director of Welfare) and the CFO are to have access to the key, which is to be properly secured at all times to prevent access by unauthorized persons.
4. Expenditures made from petty cash shall not exceed \$100.00 per transaction/receipt. Purchases must not be split into multiple transactions to circumvent the \$100.00 limit. Expenditures exceeding \$100.00 must be paid via a purchase requisition/P.O.
5. Shortages and overages are the responsibility of the petty cash fund custodian.
6. Each disbursement of funds requires a completed petty cash receipt and original paid receipt attached. A completed petty cash receipt has a date of the disbursement, the purpose of the disbursement, the amount of the disbursement, the account number to be charged, the signature of the employee receiving the petty cash and the signatures for the appropriate Supervisor and the petty cash custodian.
7. If the petty cash custodian is receiving the disbursement, the CFO must sign the petty cash receipt and disburse the funds.
8. Advances - None permitted.
9. The following are strictly **prohibited**: I.O.U.'s to the petty cash fund for employee personal use, cashing personal checks for any Borough employee and reimbursing purchases not for official Borough business.
10. Improperly completed reimbursement requests will not be processed. It is not the custodian's responsibility to complete the form or obtain the required signatures.

