

Le Sueur County Public Health

Petty Cash Policy

Purpose

The Handling and Accounting for Cash Policy has been created to provide guidelines for Le Sueur County Public Health's use, and accountability of such funds. Procedures have been established to encourage effective administration and internal control of cash handling operations.

Statement

The cash fund is to enable the department to have cash on hand and be used to "make change" for clients making cash payments over the initial charge. The fund was established by the Le Sueur County Board on March 7th, 2023. (Attach copy of resolution)

Guidelines

1. Funds will be available of up to \$200.00
 - a. Cash will equal that amount at all times
 - b. Miscellaneous cash received must **not** be added to the petty cash fund
 - c. If a discrepancy exists , the Public Health Director needs to be informed
2. The Accounting Specialist III will be responsible for all petty cash
3. Petty Cash will be kept in a safe and secure place
 - a. The petty cash must be stored in a locked drawer. Keys are kept separately and only shared between the Accounting Specialist III and Accounting Specialist I/ II as backup.
4. Funds may not be used for:
 - a. Personal advances (IOU)
 - b. Cashing checks of any kind
 - c. Personal expenses of any kind
 - d. Travel
 - e. Stamps
 - f. Contributions of any kind
 - g. Loans of any kind
 - h. Supplies or services
 - i. Purchasing food of any sort
 - j. Items purchased as incentives for staff
5. Petty Cash can/will be subject to an audit without prior notification by the Public Health Director/State Auditor

Discrepancies

Both overages and shortages should be noted and tracked by the Accounting Specialist III and reviewed by Public Health Director. Significant amounts should be immediately reported. If there appears to be a growing pattern or anything unusual or strange about the overages or shortages, that information must be disclosed immediately.

Closing a Petty Cash Fund

If it is determined that an existing petty cash fund is no longer needed, the Public Health Director must close the fund. The remaining cash should be taken to the Le Sueur County Auditor's Office where they will obtain the appropriate account number and make the deposit.