

Town of Leyden
PETTY CASH POLICY AND PROCEDURES

(approved by Select Board 11/29/23)

1. Petty Cash is not to exceed \$200 and is to be used for small purchases to vendors where we do not have accounts or vendors who need cash on delivery. No purchases are to be made in excess of the issued amount. The town is tax exempt; therefore tax should not be paid.
2. These funds will not be utilized to pay for services, outside of a declared emergency.
3. The balance of cash and receipts to remain at \$200 at all times.
4. Cash and receipts are to be kept in a locked box and box is to be kept in a safe or locked filing cabinet.
5. Only the Town Coordinator has access to the cashbox.
6. When cash is disbursed, a slip should be filled out and placed in the cashbox indicating the date, to whom the money was given, and the total given. When the actual slip comes back, the estimated one should be destroyed. All invoices and petty cash slips are to remain in the cashbox, ensuring that the balance of cash, invoices and estimate slips equal the amount originally issued.
7. No cashing of checks is permitted.
8. Cashbox is to be reconciled by the Town Coordinator and Treasurer quarterly - at a minimum. Reconciliation procedures shall include:
 - Counting of cash and receipts
 - Submission of invoices to the town accountant as necessary for replenishment. Invoices shall be charged to the appropriate expenditure accounts. Replenishment shall be provided by check as required. The check should be cashed and cash returned to the cashbox.
 - Any shortage shall immediately be reported to the town accountant and Leyden Selectboard.
9. Cashbox is subject to audit at any time by the town accountant or outside auditors.
10. The Town Coordinator will return money to the Town Treasurer if ending tenure in that position.