



GIG  
CYMRU  
NHS  
WALES

Bwrdd Iechyd Prifysgol  
Cwm Taf Morgannwg  
University Health Board

**FINANCIAL CONTROL PROCEDURE:  
PETTY CASH**

**Initiated by:** Director of Finance & Procurement

**Approved by:** Audit Committee

**Date approved:**

**Operational Date:**

**Version:** ThreeFour

**Date for review:** December 2023

**Distribution:** Executive Directors  
Board Secretary  
~~Divisional Managers~~  
Assistant Directors  
Group Directors  
Operational Directors  
Nurse Directors  
General Managers  
Clinical Service Group Managers

**Freedom of Information Status:** Open

This policy has been subject to a full equality impact assessment.

## **CONTENTS**

1. Introduction
2. Request of floats
3. Petty cash payments
4. Reconciliation and Reimbursement
5. Accounting
6. Equality Impact Assessment

## 1. INTRODUCTION

- 1.1 The purpose of this procedure is to ensure petty cash floats operating within the Health Board are held securely and used appropriately.
- 1.2 Petty cash use is for the reimbursement of low value purchases where it would not be appropriate to raise an official order, the refunding of patient travelling expenses and patient money withdrawals.
- 1.3 The Head of Corporate Finance shall be responsible for determining the locations and the level of petty cash floats.
- 1.4 The management and security of a petty cash float shall be the responsibility of the nominated imprest holder.
- 1.5 The ~~Cashiers~~Treasury Manager will be responsible for maintaining records of floats and reconciling the petty cash balances in the general ledger.

## 2. REQUEST FOR FLOATS

- 2.1 Requests to set up a new float or to change an existing float should be made in writing to the Head of Corporate Finance.
- 2.2 The request shall detail the proposed use, the likely weekly value of payments, the nominated imprest holder and their deputy and how the cash will be held.
- 2.3 Where a new float is approved the ~~Cashiers~~Treasury Manager will ~~request~~raise a cheque ~~from the Shared Services P2P Department~~or arrange a cash delivery by the Health Board's approved security company. Increases to existing floats shall be actioned when the float is next reimbursed.
- 2.4 If required the ~~Treasury~~Cashiers Manager will arrange for a bank mandate form to be completed with specimen signatures.

## 3. PETTY CASH PAYMENTS

- 3.1 Single payments from petty cash shall not exceed ~~£7550~~. No payment from petty cash shall be made above this limit unless the Director of Finance and Procurement has given prior approval.

- 3.2 Payments from petty cash shall only be made on production of either
- a) A petty cash voucher with supporting receipts. The voucher shall provide a description of the items purchased, the financial code to be charged and shall be signed by an authorised manager.
  - b) Travel receipts, patient appointment letter/card verifying attendance and evidence the patient is entitled to claim.
  - c) Authorised patient money withdrawal form
- 3.3 Under no circumstances should individual purchases be deliberately split in an attempt to circumvent the set limit.
- 3.4 Under no circumstances shall petty cash be used for private transactions.

#### **4. RECONCILIATION AND REIMBURSEMENT**

- 4.1 The imprest holder shall be responsible for reconciling the float daily if a reimbursement has been made or at least once a week. The cash in hand plus the value of the petty cash vouchers should agree to the authorised float. Any unresolved discrepancies shall be reported immediately to the Head of Corporate Finance (or ~~his~~ representative).
- 4.2 The imprest holder shall complete a petty cash reimbursement form when cash levels require topping up together with a breakdown of the cash denominations if having the cash delivered. ~~Petty cash reimbursement forms are available from the Shared Services P2P Department.~~
- 4.3 The form shall list the payments made, state the cash retained and reconcile these two amounts back to the authorised float. The imprest holder must sign the form. The completed form together with all the supporting petty cash vouchers and receipts shall be sent e-mailed or posted to the Cashiers office in the Finance Department.
- 4.4 Within the Cashiers Department the request for reimbursement shall be checked to ensure vouchers/receipts tally and the form has been authorised. Any discrepancies shall be investigated and resolved prior to the request being processed. ~~A copy of the request for reimbursement will be faxed to the Shared~~

~~Services P2P Department, excluding reimbursements for PCH, YCC, Kier Hardy, RGH and RGH MHU, who will ensure valid financial codes have been used. A record on each float shall be kept to record all payments made.~~

4.5 ~~For floats that do not have a delivery/pick-up by the Health Boards nominated security company tThe Shared Services P2P Department shall generate the~~ Cashiers department will produce a cheque to reimburse the petty cash float based on the validated request for reimbursement and. The Cashiers department will arrange for the cheque to be signed in accordance with the bank mandate. ~~Once the cheque has been authorised the original request and receipts shall be forwarded to the Shared services P2P Department~~

4.6 The imprest holder shall be responsible for arranging to cash the cheque. ~~Where a contracted security company is used their representative shall sign to acknowledge receipt of cheque.~~

4.7 Cheques can only be cashed at branches where an encashment facility has been arranged. The TreasuryCashiers Manager shall be responsible for arranging this facility and providing the bank with specimen signatures of authorised personnel.

~~Reimbursements for PCH, YCC, Kier Hardy RGH and RGH MHU will not be sent to the Shared Services department. Where the site has These sites have~~ an arrangement with a security company to have their monies delivered direct to the General Offices (The General Offices require a large supply of coins to supply the canteens with change).

~~4.74.8~~ Once received, the the reimbursement claim will be signed by the Cashier department and by an authorised cheque signatory. ~~(Band 8a and above).~~

~~4.84.9~~ The Cashier will then contact the security company to order the change in the denominations requested by the General Office.

~~4.94.10~~ The change will be delivered and checked and signed for by a member of the General office and the security company will deduct the sum via a Direct Debit.

~~4.104.11~~ The Cashier will enter the charge, to the ledger, via a monthly journal. The Treasury Manager will reconcile the Direct Debit to the reimbursement requests. Any unresolved

discrepancies should be discussed with the Local Counter Fraud Specialist.

## **5. ACCOUNTING**

- 5.1 The [TreasuryCashiers](#) Manager will on a monthly basis reconcile the general ledger balance for petty cash back to the total of the individual floats. The reconciliation will be reviewed and counter-signed by the Head of Corporate Finance (or their representative).
- 5.2 On the last day of the financial year the [CashiersTreasury](#) Manager will arrange for all floats to be reimbursed and for certificates confirming the balance to be signed.
- 5.3 The certificates shall be held as part of the Annual Accounts audit papers.

## **6 EQUALITY IMPACT ASSESSMENT**

- 6.1 Following assessment, this policy is not felt to be discriminatory or detrimental in any way with regard to the following equality strands: Gender; Race; Disability; Age; Sexual Orientation; Religion or Belief; Welsh Language or Human Rights.