



Public – To be published on the Trust external website

Petty Cash Procedure

Ref FIN-0008-v3

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Document type: Procedure

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1 Introduction

This document explains the procedures required to be taken by officers of the Trust to ensure the use of petty cash is completed properly and appropriately in line with the Trusts Standing Orders and Financial Instructions.

This procedure supports the delivery of Our Journey To Change (OJTC) and our ambition to co-create safe and personalised care that improves the lives of people with mental health needs, a learning disability or autism. It helps us deliver our three strategic goals as follows:

It supports the Trust to co-create a great experience for our colleagues, by providing staff with the support they need to ensure they manage petty cash transactions and balances correctly and are protected from allegations of fraud.

This procedure also reflects Our Journey to Change by supporting its values. Living our values is intrinsic to delivering our Journey to Change. This procedure helps support staff by providing clear guidance to ensure they understand what is required of them, and who they can contact for assistance.

2 Purpose

The purpose of petty cash is to reduce the bureaucracy associated with purchasing low value items / services required in an emergency on an ad hoc basis at the various units in the Trust.

This procedure describes what you need to do to manage a Petty Cash Float.

3 Who this procedure applies to

- This procedure applies to all staff who support the Petty Cash process

4 Related documents

This procedure refers to:-

- Trusts Standing Orders and Standing Financial Instructions.
- Security of Cash Cheques Receipts and Other Valuables



If you have any queries regarding the handling of Petty Cash that has not been covered in this Procedure Note, please refer them to:

Financial Control,
Flatts Lane Centre,
Flatts Lane,
Normanby.
Telephone Number: 01642 283929.

5 What is petty cash



Petty cash holders are responsible for the total float including sub-floats e.g. for postage stamps or for giving change (canteens etc.).

The upper limit for reimbursement of any purchase from petty cash is determined by the Trust's Scheme of Delegation. **The current limit is £35.00** and any reimbursements above this limit require the prior approval of the Financial Services Manager.

Petty cash holders are authorised by the Financial Services Manager to hold a float to a set value. The Finance Directorate will retain names and specimen signatures of petty cash holders.

Each petty cash float holder should be provided, where practicable with a lockable cash box and / or a lockable cash drawer and / or safe. The float holder will be responsible at all times for security of a cash box, drawer or safe and the safekeeping of keys thereto. The key to cash box or drawer will be carried by the float holder, they must not be on a key ring with other keys i.e. drug cupboards, whether locked or unlocked. Where a safe is available, cash boxes shall be kept there in outside office hours.

6 Procedure

All disbursements from petty cash shall only be made once a receipt or proof of purchase is obtained. The actual till receipt for items bought must be authorised by a senior person quoting their AS number agreeing the expenditure. Petty cash vouchers are also completed to accompany till receipts in ALL cases, detailing items purchased, the financial code, the name and signature of the recipient.

Before cash is handed over, the payee must sign the bottom of the voucher (this is proof that the cash is handed over) both receipts are to be attached and kept in the petty cash tin for reimbursement. ([Appendix 3 - Petty Cash Receipts / Vouchers](#)).

It is important to ensure that the name of the person receiving the disbursement from petty cash is recorded on the 'Schedule of Petty Cash Payments' form and not the Ward or Department they work in. The financial code detailed on the petty cash voucher must also be copied onto the "Schedule of Petty Cash Payments" form. ([Appendix 4 – Schedule of Petty Cash Payments](#)).

The description of the items purchased on the schedule must be sufficiently detailed to ascertain the nature of the payment.



Under no circumstances can an advance of petty cash be made.

Disbursements can only be made from the relevant petty cash float and not from any other funds, e.g., patient's monies float etc.

Reimbursements of petty cash should take place at regular intervals (between 5 and 10 working days is acceptable). The request for reimbursement must reconcile the cash in hand and payment vouchers with the value of the float issued. This reconciliation is to be shown on the request form with the signature of the float holder to confirm that this has been done.

If any discrepancies exist this must be reported immediately to the Financial Services Manager.

The Trust has a contract with a security company to deliver petty cash to all Trust sites which require reimbursements of amounts on a regular weekly basis.

This can be done by the completion of a petty cash request form provided by (accounts receivable) (and a scanned copy of the petty cash schedule - [appendix 4](#)) being e-mailed by 3.00pm on the Thursday for reimbursement on the following Wednesday. All originals must be submitted with supporting expenditure vouchers to the Finance Dept. Flatts Lane.

Any delays in submission of the reimbursement may result in site having to wait a further seven days for reimbursement.

Petty cash holders must ensure that holders of any sub-floats produce both the till receipt / vouchers and cash balances when seeking reimbursement of this float. If reimbursement claims from the sub-float are infrequent the Petty Cash Holder shall ensure that the sub-float still exists and is still required.

Any requests to change the value of the float issued must be submitted to the Financial Services Manager in writing detailing the reasons for the change.



Under no circumstances may an officer borrow from a float, whether or not an acknowledgement is given, nor may any personal cheques be cashed from a float. Breach of this rule will render the member of staff concerned liable to disciplinary action.

7 Changes to official petty cash holder

When a permanent change of float/key holder is imminent the outgoing holder shall arrange for the reimbursement of the float in the usual manner. A handover form signed by both the outgoing and incoming holders, showing the reconciliation between payments, cash and the float issued should be completed and retained at the location of the float. ([Appendix 5 – Handover Form](#)).

Permanent changes to petty cash holders should be notified to the Finance Directorate by email to tewv.receiveables@nhs.net

If a float/key holder is leaving his or her post and the float is not being immediately transferred to a new holder, the Financial Services Manager must be promptly informed so that arrangements can be made for the float to be reconciled and refunded to the Trust before the holder leaves.

8 Petty cash handover procedures

When the main float / key holder has to handover to another member of staff, in the case of a temporary change of float / key holder e.g. holidays etc., the following handover procedures must be followed.

A handover form / book must be kept, showing the contents of the secure box / safe being handed over, signatures of both members of staff, and the dates upon which the handover takes place. ([Appendix 5 – Handover Form](#)).

All cash must be counted together by float/key holder and the member of staff to whom responsibility is being handed to and signed for in the handover form / book by both members of staff. The new float / key holder must satisfy themselves that all cash and keys are correct before signing as new float / key holder.

If the main float / key holder is unable to handover directly to the relief holder, due to annual leave/shift patterns / sickness, then a third party must be introduced to count the contents of the secure box / safe with the main float/key holder, and to then recount the contents with the relief holder the next day. This third party must also sign the handover form / book to acknowledge accuracy of the contents.



On no account must a member of staff check and count the contents of the secure box/safe single handedly when taking over the responsibility of main key holder responsible for the Petty Cash Float.

9 Financial year end

Prior to year end certificates being completed the Finance team will verify the float holders and any discrepancies on the petty cash floats.

In order to accurately complete the Trust's Annual Accounts each petty cash holder will be required to complete a certificate detailing the breakdown of the float issued as at 31 March. This certificate will be signed by the float holder and returned to the Financial Control Department. ([Appendix 6 – Year End Certificate](#))

10 Petty cash sub floats held for expenditure purposes

Petty cash sub-floats will be subject to the same general rules as set out above. Holders of sub floats held for expenditure purposes (i.e. not change floats) should apply for reimbursement to the main float holder at regular intervals (between 5 and 10 working days is acceptable).

Upon receipt of the petty cash disbursement form, the cashier shall verify all receipts to the disbursement sheet and ensure the sheet is completed accurately and in full. The signature of the certifying officer must be checked by the cashier to ensure they are the authorised sub float holder prior to reimbursement being made.

11 Petty cash expenditure purpose



Petty cash should not be used for the following items of expenditure:

- Staff travel expenses / car parking – these should be submitted via payroll travel expenses procedure.
- Cigarettes / alcohol.
- Petrol for pool cars – Fuel cards are available
- Retirement Buffets – should be ordered via the sites catering department or through Cardea.
- Patients Travel can be reimbursed from Petty Cash in line with the 'Hospital Travel Scheme Guidance'.
- Petty cash reimbursements **must not be used** for purchasing of stationery, furniture, electrical goods etc. as these should be ordered through Cardea.

12 Definitions

| Term | Definition |
|-----------------------|---|
| Sub Float | <ul style="list-style-type: none"> A float within a main float that is managed by the sub float holder |
| Controlled Stationery | <ul style="list-style-type: none"> Numbered Stationery from Financial Control |
| | <ul style="list-style-type: none"> |

13 How this procedure will be implemented

- This procedure will be published on the staff intranet and on the Trust website
- Line managers will disseminate this policy to all Trust employees through a line management briefing.

13.1 Training needs analysis

| Staff/Professional Group | Type of Training | Duration | Frequency of Training |
|--------------------------|---|-----------------|---|
| Ward staff | Local induction must include - Petty Cash Procedures– to be ensured by Unit manager | Up to 1 hour. | On joining ward team or refresher as required |
| Petty Cash Holder | This procedure must be read and understood by any new petty cash holders | Approx. 1 hour. | On handover or refresher as required |

14 How the implementation of this procedure will be monitored

| Number | Auditable Standard/Key Performance Indicators | Frequency/Method/Person Responsible | Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group). |
|--------|--|--|---|
| 1 | Monthly petty cash returns to the finance team | Frequency – monthly Method – reconciliation of opening balances, petty cash movements and closing balances Responsible - Ward manager, petty cash holder & financial control | Care Group Board - ARC |
| 2 | Internal Audit process | Frequency – as determined by internal audit plan Method – Sample size testing Responsible – Internal Audit | Audit & Risk Committee Head of Accounting & Governance |

15 References

NHS England Best Practice Guidance on Petty Cash

16 Document control (external)

To be recorded on the policy register by Policy Coordinator

| | |
|--|----------------------------------|
| Date of approval | 07 June 2023 |
| Next review date | 07 June 2026 |
| This document replaces | FIN-0008-v2 Petty Cash Procedure |
| This document was approved by | Senior Finance Meeting |
| This document was approved | 07 June 2023 |
| This document was ratified by | n/a |
| This document was ratified | n/a |
| An equality analysis was completed on this policy on | 17 May 2023 |
| Document type | Public |
| FOI Clause (Private documents only) | n/a |

Change record

| Version | Date | Amendment details | Status |
|---------|--------------|--|-----------|
| 2 | 4 April 2019 | Minor procedural updates | Withdrawn |
| 3 | 07 June 2023 | Minor procedural updates, changes include:- Transferred to current procedure template; Updated organisational structure; | Approved |
| | | | |

Appendix 1 - Equality Analysis Screening Form

Please note: The Equality Analysis Policy and Equality Analysis Guidance can be found on the policy pages of the intranet

| Section 1 | Scope |
|---|---|
| Name of service area/directorate/department | Accounting & Governance |
| Title | Petty Cash Procedure |
| Type | Procedure |
| Geographical area covered | Trust wide |
| Aims and objectives | To ensure correct use and recording of petty cash |
| Start date of Equality Analysis Screening | 17 May 2023 |
| End date of Equality Analysis Screening | 17 May 2023 |

| Section 2 | Impacts |
|---|--|
| Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit? | All staff |
| Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups? | <ul style="list-style-type: none"> • Race (including Gypsy and Traveller) NO • Disability (includes physical, learning, mental health, sensory and medical disabilities) NO • Sex (Men, women and gender neutral etc.) NO • Gender reassignment (Transgender and gender identity) NO • Sexual Orientation (Lesbian, Gay, Bisexual, Heterosexual, Pansexual and Asexual etc.) NO • Age (includes, young people, older people – people of all ages) NO |

| | |
|-------------------------------|---|
| | <ul style="list-style-type: none"> • Religion or Belief (includes faith groups, atheism and philosophical beliefs) NO • Pregnancy and Maternity (includes pregnancy, women who are breastfeeding and women on maternity leave) NO • Marriage and Civil Partnership (includes opposite and same sex couples who are married or civil partners) NO • Armed Forces (includes serving armed forces personnel, reservists, veterans and their families) NO |
| Describe any negative impacts | N/A |
| Describe any positive impacts | Staff have clear guidance to understand the procedure for Petty Cash |

| | |
|--|---|
| Section 3 | Research and involvement |
| What sources of information have you considered? (e.g. legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.) | References as above |
| Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the protected groups? | No |
| If you answered Yes above, describe the engagement and involvement that has taken place | |
| If you answered No above, describe future plans that you may have to engage and involve people from different groups | In future, Petty Cash users and Petty Cash Holders will be engaged to identify any areas of improvement; Continuous listening to Petty Cash users & holders to inform process improvement |

| | |
|--|-----------------------|
| Section 4 | Training needs |
| As part of this equality analysis have any training needs/service needs been identified? | No |

| | |
|---|---|
| Describe any training needs for Trust staff | N/A – new starters to understand the policy above |
| Describe any training needs for patients | N/A |
| Describe any training needs for contractors or other outside agencies | N/A |

Check the information you have provided and ensure additional evidence can be provided if asked

Appendix 2 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

| | Title of document being reviewed: | Yes / No / Not applicable | Comments |
|-----------|---|---------------------------|----------|
| 1. | Title | | |
| | Is the title clear and unambiguous? | Yes | |
| | Is it clear whether the document is a guideline, policy, protocol or standard? | Yes | |
| 2. | Rationale | | |
| | Are reasons for development of the document stated? | Yes | |
| 3. | Development Process | | |
| | Are people involved in the development identified? | Yes | |
| | Has relevant expertise has been sought/used? | Yes | |
| | Is there evidence of consultation with stakeholders and users? | N/A | |
| | Have any related documents or documents that are impacted by this change been identified and updated? | Yes | |
| 4. | Content | | |
| | Is the objective of the document clear? | Yes | |
| | Is the target population clear and unambiguous? | Yes | |
| | Are the intended outcomes described? | Yes | |
| | Are the statements clear and unambiguous? | Yes | |
| 5. | Evidence Base | | |
| | Is the type of evidence to support the document identified explicitly? | Yes | |
| | Are key references cited? | N/A | |
| | Are supporting documents referenced? | N/A | |
| 6. | Training | | |
| | Have training needs been considered? | Yes | |
| | Are training needs included in the document? | Yes | |
| 7. | Implementation and monitoring | | |

| | Title of document being reviewed: | Yes / No / Not applicable | Comments |
|------------|---|---------------------------|----------------|
| | Does the document identify how it will be implemented and monitored? | Yes | |
| 8. | Equality analysis | | |
| | Has an equality analysis been completed for the document? | Yes | |
| | Have Equality and Diversity reviewed and approved the equality analysis? | Yes | 17 May 2023 LC |
| 9. | Approval | | |
| | Does the document identify which committee/group will approve it? | Yes | |
| 10. | Publication | | |
| | Has the policy been reviewed for harm? | Yes | No Harm |
| | Does the document identify whether it is private or public? | Yes | Public |
| | If private, does the document identify which clause of the Freedom of Information Act 2000 applies? | N/A | |

Appendix 3 - Petty Cash Receipts / Vouchers (Controlled Stationery)

**TEES, ESK AND WEAR VALLEYS
NHS FOUNDATION TRUST**

| Oracle Code | COST CENTRE | SUBJECTIVE |
|--------------|-------------|------------|
| 4 3 | | |
| Sub Analysis | | |

RECEIVED from T.E.W.V. NHS FOUNDATION TRUST

the sum of pounds, pence
for

£ Signed

STC472 LP30699

Controlled Stationery

Appendix 5 – Handover Form

TEES ESK & WEAR VALLEYS NHS FOUNDATION TRUST

HAND OVER RECONCILIATION FORM

ANALYSIS OF CASH HELD AT THE ON DATE

| UNIT | | Patients Monies | Petty cash |
|-------------------|--|-----------------|-------------|
| | | | |
| | | | |
| £20 | | | |
| £10 | | | |
| £5 | | | |
| £2 | | | |
| £1 | | | |
| 50P | | | |
| 20P | | | |
| 10P | | | |
| 5P | | | |
| Copper | | | |
| | | | |
| | | | |
| Total Cash | | 0.00 | 0.00 |

| NO | | | |
|-----------------------|--|--|-------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |
| 20 | | | |
| 21 | | | |
| 22 | | | |
| 23 | | | |
| 24 | | | |
| 25 | | | |
| Total Vouchers | | | 0.00 |

| | | |
|---------|-----------------|-------------|
| Summary | Cash | 0.00 |
| | Vouchers | 0.00 |
| | Total | 0.00 |

| | | |
|-----------------|-------------|---|
| | Handed Over | |
| | Tick | ✓ |
| Safe Keys | | |
| Petty Cash | | |
| Patients Monies | | |

Handed Over By: Name _____ Signature _____ Date _____

Received By: Name _____ Signature _____ Date _____

THIS FORM MUST BE SIGNED AND DATED BY BOTH THE OUTGOING CASHIER AND THE INCOMING CASHIER ON EACH OCCASION THAT A HANDOVER OF KEYS AND CONTENTS TAKES PLACE
ONCE SIGNED AND AGREED THIS FORM MUST BE KEPT ON FILE FOR AUDITABLE PURPOSES

Appendix 6 – Year end Certificate

TEES, ESK AND WEAR VALLEYS NHS FOUNDATION TRUST

FINANCIAL CONTROL DEPARTMENT

PETTY CASH CERTIFICATE AT

Petty Cash Holder :
Reimbursement type/Location:
Petty Cash Name of Float:

PLEASE READ THE GUIDANCE NOTES ATTACHED BEFORE COMPLETING THIS FORM

I confirm that the petty cash / postage / patients floats held on are made up as follows :

| | POSTAGE £ | PETTY CASH £ | PATIENTS MONIES £ | TOTAL £ |
|---|--------------|--------------------|-------------------------|------------|
| CASH HELD as at (A) | (B) | (C) | | |
| AWAITING REIMBURSEMENT (D) (Please Provide Copy) | (E) | (F) | | |
| TOTAL FLOAT | ** ===== | ** ===== | ** ===== | ===== |

****CASH HELD PLUS AWAITING REIMBURSEMENT SHOULD EQUAL TOTAL FLOAT**

AUTHORISED BALANCE *£ =====

*PLEASE NOTE : ALL FLOAT TOTALS MUST BALANCE BACK TO AUTHORISED BALANCE FIGURE

If applicable please could you also record your FRANKING MACHINE BALANCE) £ =====

Signed..... Name.....

Designation.....

PLEASE ENSURE THIS FORM IS RETURNED BY

PLEASE NOTE

**ANY PETTY CASH/POSTAGE/PATIENTS MONIES GIVEN OUT AFTER
THE DATE OF CERTIFICATE MUST BE RECORDED AS 1ST APRIL 2014**