

Petty Cash Policy



**Petty Cash Policy for the  
Witzenberg Municipality**

Date of implementation: 01 July 2009

## **Petty Cash Policy**

### **1. INTRODUCTION**

The management of expenditure of the municipality in an effective and controlled manner is the responsibility of the Accounting Officer of the municipality. Therefore the following petty cash policy is adopted by the Witzenberg Municipality.

Witzenberg Municipality includes the towns and rural areas of:

Ceres,  
Prince Alfred's Hamlet,  
Op-die-Berg,  
Tulbagh, and  
Wolseley

### **2. OBJECTIVES**

To comply with regulatory framework in terms of the relevant legislation.

### **3. REGULATORY FRAMEWORK**

- a) The Municipal Finance Management Act (56 of 2003)
- b) Paragraph 15 of the Municipal Supply Chain Management Regulations of 2005
- c) Paragraph 15 of the Municipal Supply Chain Management Policy

### **4. RESPONSIBILITY AND ACCOUNTABILITY**

The key responsibilities in terms of the MFMA (Section 65) are:

- (1) The accounting officer of a municipality is responsible for the management of the expenditure of the municipality.
- (2) The accounting officer must for the purpose of subsection (1) take all reasonable steps to ensure—
  - (a) that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;
  - (b) that the municipality has and maintains a management, accounting and information system which—
    - (i) recognises expenditure when it is incurred;
    - (ii) accounts for creditors of the municipality; and
    - (iii) accounts for payments made by the municipality;

## **Petty Cash Policy**

- (c) that the municipality has and maintains a system of internal control in respect of creditors and payments;
  
- (d) that payments by the municipality are made—
  - (i) directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed; and
  - (ii) either electronically or by way of non-transferable cheques, provided that cash payments and payments by way of cash cheques may be made for exceptional reasons only, and only up to a prescribed limit;

The Municipal Manager hereby delegates authority to the Chief Financial Officer.

### **5. PETTY CASH PURCHASES**

Petty cash requests will be made to the designated Petty cash officer in writing. The applicant must ensure that the items requested must be approved Petty Cash items. Petty cash officers will be held accountable for the safe guarding of petty cash.

Petty cash is strictly restricted to cash purchases:

- i. up to a transaction value of R2000 (VAT included)

Approved list of Petty cash purchases are as follows:

- i. Condolences, well wish cards, bouquets and flowers; keys for offices;
- ii. Temporary vehicle licensing and public driver permits
- iii. Tollgate fees when an employee is driving with an official vehicle registered in the name of council
- iv. Refunds (Library book fees);
- v. Refreshments and catering
- vi. Purchase other than that specified in (i) to (v) above, may be approved by the CFO in exceptional cases where it is impractical or impossible to follow the official procurement processes provided that:
  - a. No approved store items may be purchased by means of a petty cash transaction;
  - b. No fixed asset may be purchased by means of a petty cash transaction;
  - c. No travel and subsistence claims or disbursements may be paid via petty cash;
  - d. Purchases are not split over two or more cash purchase claims;

## Petty Cash Policy

### **6. MAXIMUM AMOUNT OF PETTY CASH PER MONTH**

The maximum amounts of petty cash purchases per month are limited to the following amounts per town:

Ceres	–	R 10 000.00
Wolseley	–	R 500.00
Tulbagh	–	R 500.00
Prince Alfred's Hamlet	–	R 500.00

### **7. REPORTING**

A monthly reconciliation report must be provided within 5 working days after month end to the chief financial officer, including:

- i. The total amount of petty cash purchases for that month: and
- ii. Receipts and appropriate documents for each purchase