

PETTY CASH PROCEDURE

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VALIDITY – Policies should be accessed via the Trust intranet to ensure the current version is used.

CHANGE RECORD

Version	Date	Change details
1.0	July 2011	Original version
2.0	August 2011	Reviewed and updated
3.0	June 2015	Reviewed and updated
4.0	Dec 2015	Reviewed and updated
5.0	July 2016	Reviewed and updated
6.0	6 July 2018	Addition Section 1.2 / Appendix B – handover form
6.1	July 2021	Reviewed and updated. Approved at ODG (20 July 2021).
6.2	May 2024	Reviewed. Updated details of cash delivery method, following return to office and Blend and Thrive working patterns – Section 5.4 & 5.6. Approved at ODG (28 May 2024).

Contents

1.	INTRODUCTION.....	3
2.	SCOPE	3
3.	PROCEDURE STATEMENT	3
4.	DUTIES AND RESPONSIBILITIES	3
5.	PROCEDURES	3
6.	EQUALITY AND DIVERSITY	6
7.	MENTAL CAPACITY	6
8.	BRIBERY ACT	6
9.	IMPLEMENTATION	6
10.	MONITORING AND AUDIT	6
11.	REFERENCES/EVIDENCE/GLOSSARY/DEFINITIONS	7
12.	RELEVANT TRUST POLICIES/PROCEDURES/PROTOCOLS/GUIDELINES	7
	Appendix A: Indicative List of Allowable Petty Cash Expenditure	8
	Appendix B: Petty Cash Handover Form.....	9
	Appendix C: Reimbursement Process for Individuals – Petty Cash.....	10
	Appendix D: Standard Trust Petty Cash Summary Sheet	11
	Appendix E: Example Petty Cash Voucher	12
	Appendix F: Hub Site Listing.....	12
	Appendix G: Equality Impact Assessment.....	13

1. INTRODUCTION

The purpose of this procedure is to clarify the arrangements for the holding, payment from, topping up and accounting for petty cash by Humber Teaching NHS Foundation Trust, hereafter referred to as the 'Trust'.

This procedure should be read in conjunction with the Trust Standing Financial Instructions currently in force.

Care Quality Commission (CQC) – This petty cash procedure has no impact on the people that use the Trust services.

2. SCOPE

This procedure applies to all Trust petty cash floats.

3. PROCEDURE STATEMENT

This procedure offers 'best practice' advice and guidance to ensure that processes minimise risks to individuals and the organisation.

4. DUTIES AND RESPONSIBILITIES

Petty cash floats are held at various locations throughout the Trust.

The Director of Finance is responsible for the proper adherence to this procedure.

The Financial Controller is responsible for the secure and efficient operation of petty cash procedures.

It is the responsibility of Service Managers and Clinical Leads to ensure that appropriate mechanisms are in place to support the implementation of this policy.

Specific ad hoc support and training can be accessed through liaison with the Trust Finance Department.

Dissemination of this procedure is via the Trust Intranet.

5. PROCEDURES

5.1. Petty Cash General Principles

1. All petty cash is to be kept in a locked box, preferably in a secure, fireproof safe overnight. The safe is to be kept locked, apart from when it is in use.
2. The petty cash box is kept locked, the keys are not left unattended and that during the working day, the box is kept out of sight when not in use, if it is not practical to keep it in the locked safe.
3. In the case of planned absence by the person normally responsible for holding petty cash floats, a formal handover will be undertaken and recorded in writing, to verify the value of petty cash and vouchers in hand (refer to Appendix B).

4. In the case of unexpected absence of the person, his or her line manager will validate the petty cash box contents in the presence of another member of staff.
5. Petty cash should be kept separate from other cash held, e.g. income from other sources awaiting banking should not be pooled with petty cash but kept so that it can be separately identified at all times.
6. Borrowing from petty cash, and the resultant holding of IOUs is not permitted. All cash dispersed must be used solely for the purposes of the Trust.
7. Petty cash purchases are restricted in value and type by the Director of Finance. The maximum value of any one reimbursement is £30 and the types of items which are normally reimbursed include sundry small consumables where the items are not usually available through the normal requisitioning procedures or are required urgently etc.
8. Reimbursement above £30, if required, should be approved by the petty cashier's line manager. Please see attached Appendix A for the types of allowable/non allowable items that can/cannot be used for petty cash.
9. Patients' travel expenses can be reimbursed, subject to a £25 limit. Reimbursement of travel is based on the Department of Health's "Healthcare Travel Cost Scheme". More information: [Healthcare Travel Costs Scheme: Instructions And Guidance For The NHS - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
10. Petty cash should never be utilised for payment to staff in relation to salaries or normal expense type payments such as training, telephone, travel etc. These should be re-claimed using a staff expenses or travel and subsistence claim.
11. Petty cash vouchers should be used to reimburse expenditure. These petty cash vouchers are available to order via Oracle. An example is in Appendix E
12. Receipts or other forms of proof of purchase must always be provided when cash is being requested and should be kept securely with the petty cash balance.
13. The adequacy of each petty cash float should be regularly reviewed by the Finance Department.

5.2. Petty Cash Holders

1. A list of petty cash holders with the values of their float is held by Humber Teaching NHS Foundation Trust.
2. New petty cash floats must initially be authorised by the Financial Services Manager, as must any requests for increases or reductions in the level of an existing petty cash floats; requests initially to come from the budget manager.
3. Approvals/authorisations are sent by Financial Services Manager to the Cashier responsible for paying out the new or additional amount. Authorisation should be by email.

5.3. Procedure for Making Petty Cash Payments

1. Reimbursement of petty cash is requested by a member of staff when they have purchased goods for the sole benefit and purpose of Trust business from their own personal resources, see Appendix C for a flowchart of this process. Under no circumstances should it be used for cash advances in respect of staff expenses.
2. A receipt must be obtained as proof of purchase, and given to the petty cashier when requesting reimbursement. The petty cashier then completes a petty cash voucher.
3. This voucher is then attached to the front of the goods receipt, given to the person requesting reimbursement, for their signature and also authorisation by the budget holder or nominee.
4. The authorised receipts are then brought back to the petty cashier, who will enter the following information on the Petty Cash Spreadsheet.

- (i) Date;
- (ii) Description of goods purchased/purpose of payment;
- (iii) Voucher Number;
- (iv) Amount

5. The money is then passed to the person requesting reimbursement, who must sign the voucher, to acknowledge that the money has been handed over.
6. All receipts must be kept securely together until the time when the petty cash float needs reimbursement.
7. Every effort should be made to reimburse the member of staff promptly.

5.4. Procedure for top-up of Petty Cash Float

1. When a petty cash float is down to a level where a top-up is required, a request for top-up should be made by the petty cashier. The level at which a 'top up' should be made will be the 'trigger point' set by the petty cashier and/or budget holder. The petty cashier is responsible for making a top-up request when the 'trigger point' has been reached.
2. The first stage is for the Petty Cashier to ensure that the total paid out from petty cash, i.e. the total of the petty cash book, equals the total of the receipts held.
3. The balance of cash remaining in the petty cash box must equal the difference between the total float held at the beginning of the period, less the total amount paid out (as in 5.4.2 above).
4. The petty cash excel spreadsheet (Appendix D) is then completed in full.
5. The entries in the petty cash sheet should then be verified by the Budget Holder, who should sign to authorise, or send email to confirm their authorisation if working remotely.
6. The petty cash sheet should be signed by the Petty Cashier, scanned and submitted to: hnf-tr.financial-services@nhs.net
Alternatively, if signed electronically the Excel file should come from the email address of the petty cash holder.
A copy of the summary sheet and associated receipts must be retained for your records and audit purposes, it is recommended to retain these for 18 months.
7. Cash will be delivered to 'Hub Sites'. These are sites across the Trust which receive a delivery from G4S. These sites will receive their cash directly.
Financial Services place a cash order each Tuesday, with delivery on Thursday.
'Spoke Sites' are those which hold petty cash, but do not receive a cash delivery from G4S. These sites will be advised which Hub they can collect their cash order from on the Friday after delivery. Petty cash handover sheet (appendix B) should be used to record handovers between petty cash sites.
Financial Services will maintain a list of Hubs and Spokes and should keep these consistent where possible, so the same Spokes are supported by the same Hub each week. (Appendix F)

5.5. Financial Year-End Procedures

As part of the year end process the Finance Department will request that all floats are topped up (regardless of the amount of cash in hand) and contact each Petty Cashier to confirm that the float is still held and the amount of the fund at 31st March.

5.6. Personal Safety Guidance – Handling Cash

Please make note of the following guidelines for your personal safety:

Refer also to the Bank and Handling of Cash and Cheques Financial Procedure for more detail.

- Never transport cash at the same time, day. Always ensure you vary the day of the week, time and route of your visit to the Hub;

- Always be aware of the people around you when collecting the cash from the Hub;
- Do not take personal and valuable items with you when going to the Hub (i.e. keys, cash, credit cards, purse/wallet etc.);
- If possible carry cash in a secure inner pocket rather than a bag;

Never put yourself at risk by offering resistance to an attacker.

6. EQUALITY AND DIVERSITY

This is a non-clinical policy.

An Equality and Diversity Impact Assessment has been carried out on this document using the Trust-approved EIA.

7. MENTAL CAPACITY

This is a non-clinical policy therefore not relevant.

8. BRIBERY ACT

The Bribery Act 2010 makes it a criminal offence to bribe or be bribed by another person by offering or requesting a financial or other advantage as a reward or incentive to perform a relevant function or activity improperly performed.

The penalties for any breaches of the Act are potentially severe. There is no upper limit on the level of fines that can be imposed and an individual convicted of an offence can face a prison sentence of up to 10 years.

For further information see [Bribery Act 2010 guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

If you require assistance in determining the implications of the Bribery Act please read the Trust's Anti-Bribery policy available on the intranet or contact the Trust Secretary or the Local Counter Fraud Specialist on telephone 01482 866800

The Bribery Act applies to this procedure.

9. IMPLEMENTATION

This procedure will be disseminated by the method described in the Trust's Document Control Policy.

The implementation of this procedure requires no additional financial resource.

10. MONITORING AND AUDIT

- Monitoring of this procedure will be completed by the Financial Services Manager and the Financial Controller.
- Monitoring will be undertaken when each petty cash reimbursement is completed and ad hoc audit of the petty cash system.

11. REFERENCES/EVIDENCE/GLOSSARY/DEFINITIONS

Petty cash procedures are mandated by the Humber Teaching NHS foundation Trust Standing Financial Instructions (SFI).

12. RELEVANT TRUST POLICIES/PROCEDURES/PROTOCOLS/GUIDELINES

These procedures should be read in conjunction with the Trust Standing Financial Instructions.

Appendix A: Indicative List of Allowable Petty Cash Expenditure

Allowable Petty Cash Expenditure

- Postage
- Patient Travel
- Teas and Refreshment (Patients Only, consider using E-Expenses if purchased regularly)

Non-Allowable Petty Cash Expenditure

- Extension leads (stock/non-stock items)
- Hardware and Crockery (stock/non-stock items)
- Ink Cartridges (stock/non-stock items)
- Kettles (stock/non-stock items)
- Microwaves (stock/non-stock items)
- Petrol
- Staff Flowers/Gifts
- Staff Petrol
- Staff parking charges and fines
- Staff Travel – Train tickets
- Staff uniforms (stock/non-stock items)
- Stationery (stock/non-stock items)
- Gifts and Presents
- Working Lunches/Biscuits for meetings
- Alcohol
- Patient / Resident's cash or property losses
- Gift Vouchers (Please note, purchase of gift vouchers is not supported by the Trust)

Additional categories of spend may be approved by the Financial Services Manager in case of emergency.

Appendix B: Petty Cash Handover Form



Petty Cash Handover Form

	Amount	
	£	p
£20		
£10		
£5		
£2		
£1		
50p		
20p		
10p		
5p		
2p		
1p		
Total		

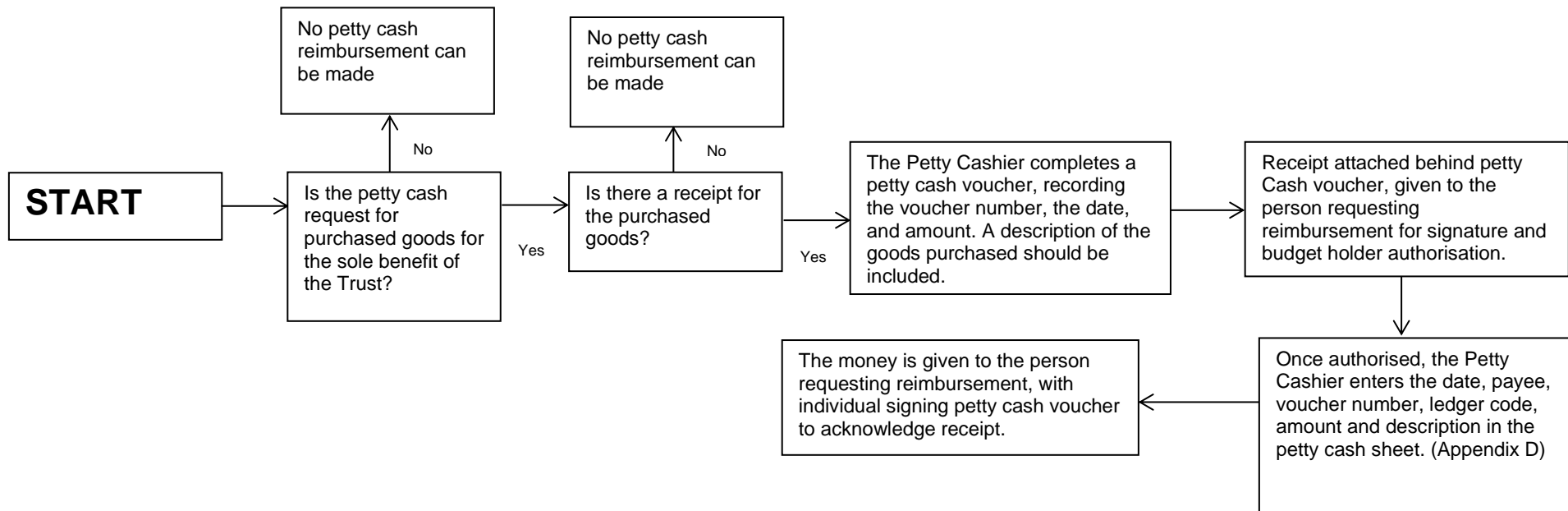
Person passing over cash	
Name	
Signed	

Person receiving cash - Accepts responsibility and agrees value	
Name	
Signed	

For transfers between Petty Cash Tins	
Location providing cash	
Location receiving cash	

Date of Handover	
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Appendix C: Reimbursement Process for Individuals – Petty Cash



Appendix E: Example Petty Cash Voucher

Petty Cash Voucher Folio:
Date:

For what required	Amount	
	£	p/c

Signature: Passed by:

Supplied & Printed By Kellyseye Tel: 01772 694 244

Appendix F: Hub Site Listing

7 Baker Street, Hull, HU2 8HP
Humber Centre, Willerby Hill, HU10 6ED
Townend Court, 296 Cottingham Road, Hull, HU6 8QG
Granville Court, Hornsea, HU18 1NQ
Whitby Hospital, YO21 1DP

Appendix G: Equality Impact Assessment

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. Document or Process or Service Name: Petty Cash Procedure
2. EIA Reviewer (name, job title, base and contact details): Stephen Hirst, Capital Accountant, Trust Headquarters Willerby
3. Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other? Procedure

Main Aims of the Document, Process or Service
The purpose of this procedure is to clarify the arrangements for the holding, payment from, topping up and accounting for petty cash by Humber Teaching NHS Foundation Trust
Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma

Equality Target Group 1. Age 2. Disability 3. Sex 4. Marriage/Civil Partnership 5. Pregnancy/Maternity 6. Race 7. Religion/Belief 8. Sexual Orientation 9. Gender re-assignment	Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed? Equality Impact Score Low = Little or No evidence or concern (Green) Medium = some evidence or concern (Amber) High = significant evidence or concern (Red)	How have you arrived at the equality impact score? a) who have you consulted with b) what have they said c) what information or data have you used d) where are the gaps in your analysis e) how will your document/process or service promote equality and diversity good practice
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Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	Including specific ages and age groups: Older people Young people Children Early years	Low	Corporate procedure, no impact.
Disability	Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities: Sensory Physical Learning Mental health (including cancer, HIV, multiple sclerosis)	Low	Corporate procedure, no impact.
Sex	Men/Male Women/Female	Low	Corporate procedure, no impact.
Marriage/Civil Partnership		Low	Corporate procedure, no impact.
Pregnancy/Maternity		Low	Corporate procedure, no impact.
Race	Colour Nationality Ethnic/national origins	Low	Corporate procedure, no impact.
Religion or Belief	All religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	Corporate procedure, no impact.

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Sexual Orientation	Lesbian Gay men Bisexual	Low	Corporate procedure, no impact.
Gender Reassignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	Corporate procedure, no impact.

Summary

Please describe the main points/actions arising from your assessment that supports your decision.	
EIA Reviewer: Stephen Hirst	
Date completed: May-24	Signature: Stephen Hirst