

### Petty Cash

What is Petty Cash?

Petty cash is a small amount of discretionary funds in the form of cash used for minor expenditures.

Petty cash is held by a nominated person at each park, and expenditure is to be signed off in advance by the Park manager.

When is it okay to use petty cash?

- Under £25
- Postage
- Operating expenses that cannot be paid through accounts payable

In all circumstances a receipt will be required

Not to be claimed through petty cash process:

- Fuel or other travel
- Mileage
- Payment of any invoices (these are to be put through to [accounts.payable@cove.co.uk](mailto:accounts.payable@cove.co.uk))
- Gift Vouchers
- Mobile phone charges

### Instructions for Cashier/Park Manager

If the below do not apply to the petty cash claim, please refer Team Member to Cove Travel & Expenses Policy, as all other claims require to be processed through Concur. Please contact [cove.expenses@cove.co.uk](mailto:cove.expenses@cove.co.uk)

- Under £25
- Postage
- Minor operating expenses (that cannot be paid through accounts payable)

At the end of the month the petty cash tin is to be topped back up to the agreed amount. Petty Cash count to be completed, all claims and receipts to be sent to [cove.expenses@cove.co.uk](mailto:cove.expenses@cove.co.uk) by the 1<sup>st</sup> working day of the following month.

### Instructions for Finance Team:

- 1) Petty Cash claims to be posted to P/L (CR1410-000 DR P/L)
- 2) Petty Cash top ups to be posted (CR 1415-000 DR 1410-000)
- 3) Any petty cash outside of policy to be raised with manager, and confirm correct process/policy
- 4) Reconcile Petty Cash NetSuite Balance with Petty Cash Count. Differences to be explained