

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
PETTY CASH AND OTHER IMPREST FUNDS

Purpose -

This policy provides procedures for establishing, operating, reconciling, handling discrepancies in, reviewing, and obtaining reimbursement for an Imprest Fund, including appointing, training, and changing Custodians.

To assist Agency Management and Cashiers in carrying out these procedures, certain forms referred to as "MPF (Management of Public Funds) Forms" are attached as appendices to this document. Agency Management may, at their discretion, modify and edit these forms to meet the needs of their Agency while still requesting the same information as the MPF Forms. These forms can also be obtained from the Auditor's Office Intranet site.

Scope -

Petty Cash Funds are established to allow County Agencies to purchase small-cost, miscellaneous items that are of such a nature that the use of a normal purchase order is not cost effective. Petty Cash Funds are established upon recommendation by the County Auditor and approval by the Mayor.

Other imprest-type funds are established by similar procedures on a case-by-case basis, where, due to the nature of certain operations, it is deemed to be cost effective or otherwise expedient to process disbursements by means of such an account, rather than by issuance of individual general warrants.

Change Funds are established to provide cash for the purpose of making change when processing over-the-counter transactions where cash is received.

Any related, Agency-developed policies or procedures used for internal administration shall be consistent with the requirements of this policy. Unless specifically approved by the County Council, Countywide policies and procedures supersede department and/or division policies and procedures relating to the same subject.

1.0 Definitions - Including Various Types of Imprest Funds

- 1.1 Auditor** - The elected Auditor or his/her designee.
- 1.2 County Agency (Agency)** - Any elected office, executive branch department, division, or other subdivision of a County government.
- 1.3 Change Fund** - A cash fund kept on the Agency's premises and maintained at a fixed amount to provide change for over-the-counter transactions, and other purposes outlined in Countywide Policy #1301, "Acceptance of Checks."
- 1.4 County Agency Management (Agency Management)** - With respect to their own individual offices or departments, any of the following or their designees: County Mayor, County Executive Department Directors, County Elected Officials, Division Administrators, or the County Council (as a whole).

- 15 Custodian** - An individual designated by Agency Management to be personally responsible for the operation and integrity of a Petty Cash or other Imprest Fund Account, as defined in 1.8 below.
- 1.6 Demand Deposit Account (Checking Account)** - An account from which a depositor may withdraw funds immediately without prior notice, commonly known as a Checking Account.
- 1.7 Fiscal Manager** - A County Agency officer whose assigned duties include responsibility for accounting, reconciling, budgeting, security, etc. of public funds or monies in an Agency.
- 1.8 Imprest Fund Account (Imprest Fund)** - A designated amount of money set aside to pay for small, routine operating expenses, wherein at any point in time, the cash available to disburse, plus the supporting vouchers and/or other documentation for monies previously disbursed equals the designated amount, known as the imprest amount. Note that the funds described below are examples of County Imprest Funds.
- 1.8.1 Imprest Checking Account** - A fixed amount of cash maintained in an account with a Qualified Depository for purposes similar to Petty Cash Funds, but which is generally established in larger imprest amounts. A reasonable portion of the established amount, usually not more than \$200, may be maintained in cash to accommodate small cash transactions.
- 1.8.2 Operating Checking Account** - Similar to an Imprest Checking Account, but generally established in larger imprest amounts and restricted to serve a specific operating need.
- 1.8.3 Petty Cash Fund** - A cash fund secured on the Agency's premises and maintained at a fixed amount for making incidental purchases relating to business operations.
- 1.9 Mayor** - The elected Mayor or his/her designee.
- 1.10 Payee** - The person or organization to whom a check is payable. The Payee's name follows the words: "Pay to the order of."
- 1.11 Qualified Depository** - A financial institution that has been certified by the Utah Commissioner of Financial Institutions as having met the requirements to be eligible to receive deposits of public funds. See Utah Code Annotated § 51-7-3(28).
- 1.12 Stale-Dated Check** - A check that is older than six months from the date of issuance, issued by an Agency from an Imprest Fund. (See Uniform Commercial Code (UCC) § 4-404.)
- 1.13 Treasurer** - The elected Treasurer or his/her designee.

2.0 References

Countywide Policy #1062 "Management of Public Funds"

Countywide Policy #1019 "Travel Allowance and Reimbursement" (paying for travel using Petty Cash is prohibited)

Countywide Policy#1020 "County Meals"

Countywide Policy #1202 "Authorization and Processing of Certain Payments" (authority of Auditor to process disbursements and reimbursements of Imprest Funds)

Countywide Policy #1301 "Acceptance of Checks" (proper cashing of County employee checks)

Countywide Policy #1304 "Discovery and Reporting of Wrongdoing or Criminal Activity"

Countywide Policy #1350 "Vehicles" (paying such expense using Petty Cash is prohibited)

Other Countywide Policies related to purchasing may also apply:

#7010 "Procurement"

#7011 "Purchasing Computers and Other Equipment..."

#7020 "Statewide Contracts"

#7021 "Small Cost Purchasing Procedures"

#7030 "Request for Proposals (RFP)"

#7035 "Purchasing Cards"

#7036 "Charge Cards / Proprietary"

(Purchasing policies may take precedence or include additional requirements beyond this policy)

3.0 Establishing or Modifying a Petty Cash Fund, Change Fund, or Other Imprest Fund

3.1 Requests for New Account or Modifying an Existing Account

3.1.1 The requesting Agency shall complete MPF Form 2, "Request for Modification or Establishment of Petty Cash, Change, or Other Imprest Fund." A copy of MPF Form 2 is attached as Appendix 1.

3.1.2 The requesting Agency shall provide detailed justification for establishing a new account, or when requesting a change (increase or decrease) in the imprest amount of an existing account.

3.1.3 The completed MPF Form 2 shall be submitted to the Accounts Payable Section, Accounting & Operations Division of the Auditor's Office.

3.1.4 The requested imprest amount should be sufficient to provide adequate operating funds for 2 months.

3.2 Auditor Recommendation

3.2.1 After reviewing MPF Form 2 for, among other things, amount, internal controls, purpose, and justification the Auditor will process the form pursuant to 3.3.1.

3.3 Mayoral Approval or Ratification

3.3.1 To maintain efficiency and cost-effectiveness, recommendations to the Mayor for all Imprest Fund Account authorizations and changes shall be processed in one of two ways, depending on the dollar magnitude of the imprest amount of the fund being established or changed.

3.3.1.1 Accounts of \$1,000 or greater - The Mayor shall review all new Imprest Fund Accounts and changes to the imprest amount of existing accounts of \$1,000 or greater, prior to implementation of, or change in, the account. If approved by the Mayor, requests will be forwarded to the Auditor for issuance of a general warrant in the approved imprest amount payable to the Custodian. This initiates the establishment or change in funding of the account. Requests that are not approved will be returned to Agency Management by the Mayor with an explanation.

3.3.1.2 Accounts less than \$1,000 - The Auditor shall review and tentatively approve all requests for new Imprest Fund Accounts and changes of existing accounts with imprest amounts of less than \$1,000. Every six months, in January and July, a listing of tentatively approved, new Imprest Fund Accounts and changes to existing accounts for the previous six months, will be forwarded to the Mayor for final ratification.

3.4 Imprest/Operating Checking Accounts - Authorizations, Services, and Changes

3.4.1 Prior to opening an Imprest/Operating Checking Account with a Qualified Depository, the Custodian shall submit to the Treasurer a copy of MPF Form 2, signed by Agency Management, the Auditor, and the Mayor as applicable per Section 3.3. Attached to MPF Form 2 shall be a list of authorized account signatories, approved by Agency Management, and the name, routing, and account numbers of the Treasurer-approved depository bank.

3.4.2 The requested Checking Account shall be authorized and established by the Treasurer, and the Treasurer will provide a certified Account Authorization and New Account Request for submission to the Qualified Depository bank. These forms are provided by the Treasurer's Office.

3.4.3 The Treasurer will also arrange for bank account services (overdraft protection, service fees, etc.), as the Treasurer and Agency Management deem appropriate. Authorized signatories on the account shall be designated on the certified Account Authorization, as required in Section 3.4.1 above.

3.4.4 Adding or removing authorized account signatories is accomplished by Agency Management submitting a revised Certificate of Authority to the Treasurer for submission to the bank. These certificates are obtained at the Agency's authorized bank.

4.0 Internal Controls over Fund Operations

4.1 Custodian Responsibility

4.1.1 Custodians are directly responsible for their Imprest Funds, and are accountable and may be held personally liable for maintaining the authorized imprest amount, and for operating the fund in compliance with this policy.

4.2 Physical Security

4.2.1 Cash on hand, bank statements, and checks must be retained in a secure location as prescribed by Countywide Policy #1062, "Management of Public Funds," Section 2.3.

4.3 Separation of Duties

4.3.1 Wherever possible, the Custodian shall be independent of control over any operating cash receipts. If separation of duties is not possible, care shall be taken to keep Petty Cash and Imprest/Operating Checking Account transactions separate from the cashing functions of receiving cash and issuing receipts.

4.4 Appropriate Petty Cash and Other Imprest Fund Transactions

4.4.1 Except for the prohibitions outlined in Section 10.0 of this policy, any purchase is appropriate from an Imprest Fund as long as it is a legal, ordinary, and necessary purchase to conduct legitimate County business, and funds have been appropriated for use in the approved budget of that County Agency.

4.4.2 Petty Cash Fund disbursements shall be made for over-the-counter cash purchases under the limit specified in Section 10.1.2. of this policy. The items purchased shall be paid for at the time of the transaction.

4.4.3 Imprest Checking/Operating accounts established for restricted use for specific operating purposes (e.g., event settlements, purchase of inventory for resale, etc.) shall be utilized for only those purposes. Disbursements from such accounts are restricted to expenditures related to the account's specified purpose.

4.4.4 Responsibility for enforcing the appropriate use of Petty Cash and Other Imprest Fund Accounts rests with Agency Management, subject to random transactional review and approval/disapproval by the Auditor upon Agency's submission of replenishment requests.

4.5 Sales Tax Exemption.

4.5.1 The County is exempt from sales tax as a governmental entity. Prior to making a purchase, employees shall request from the Custodian a Utah State Tax Commission Form TC-721, "Exemption Certificate." to avoid paying sales tax. The Custodian shall ensure that copies of Form TC-721 are readily available upon request. (This form can also be obtained from Contracts and Procurement and is available on the Auditor's Intranet site).

- 4.5.2 Employees are responsible to provide a Form TC-721 to the vendor at time of purchase. Failure to present Form TC-721 can result in the County being charged sales tax.
- 4.5.3 If an employee does not follow these procedures, causing the County to pay unnecessary sales tax, the employee may be personally responsible for paying the sales tax.
 - 4.5.3.1 The following are illustrative examples of circumstances under which an employee will be held personally responsible for reimbursing the County for sales tax paid:
 - 4.5.3.1.1 The employee makes no effort to obtain a Form TC-721 prior to making a routine purchase.
 - 4.5.3.1.2 The-employee makes a routine purchase from a vendor that the employee knows does not accept Form TC-721.
 - 4.5.3.2 The following are illustrative examples of circumstances under which an employee will not be held personally responsible for reimbursing the County for sales tax paid:
 - 4.5.3.2.1 Agency Management directs the employee to make a purchase where time is of the essence, and the vendor does not honor Form TC-721.
 - 4.5.3.2.2 The employee is in a remote location, requiring them to make a purchase without the ability to obtain Form TC-721 in advance of the purchase.
 - 4.5.3.3 Agency Management shall submit a written request to the Auditor, for waiver of an employee's personal responsibility. The Auditor will review the request and determine whether an employee is personally responsible for the sales tax, consistent with the principles outlined in the examples in Sections 4.5.3.1 and 4.5.3.2 of this Policy.

4.6 Use of Petty Cash Vouchers

- 4.6.1 Petty cash vouchers (or other appropriate supporting documents for other types of Imprest Funds) are to be used for each disbursement from the Petty Cash Fund. The following paragraphs describe procedures for advancing or reimbursing a Payee from a Petty Cash Fund. Similar procedures are to be followed for the other types of Imprest Funds to accomplish the same purposes; however, the specific terminology may differ. A copy of a petty cash voucher is attached as Appendix 2.
- 4.6.2 Petty cash may be released prior to the purchase, or the employee/Payee may be reimbursed after the purchase. In either case, vouchers shall be filled in completely, *prior to* releasing any cash, indicating the amount released, date, item(s) description, and the reason for the expenditure. The voucher shall be signed by the employee/Payee and approved by the Custodian, as indicated by his/her signature.

- 4.6.3 To ensure proper internal control and separation of duties, if the Custodian is the recipient of the petty cash, he/she shall sign as Payee, and the Fiscal Manager or other Agency-designated supervisor shall approve and sign as Custodian.
- 4.6.4 .Sales receipts, invoices, etc., received at the time of the purchase are to be returned to the Custodian promptly after the use of petty cash, along with any change (unspent money) from the transaction. The Payee and the Custodian shall initial the voucher when the receipts and unspent money are returned.
- 4.6.5 In the event a vendor receipt is not obtained or is lost, the employee/Payee shall provide a written certification detailing the type of expenditure, the amount, and why the receipt was lost or not obtained. The Custodian shall initial all such certifications. The certification shall be attached to the voucher for supporting documentation

4.7 Tracking Disbursements and Requesting Reimbursement

- 4.7.1 Custodians shall maintain on file MPF Form 6 "Reimbursement Request and Control Listing," or a document with similar format. A copy of MPF Form 6 is attached as Appendix 3. The Control Listing portion of MPF Form 6 shall identify, in voucher number order, the:
- Voucher number
 - Date of each disbursement
 - Vendor(s) name(s)
 - Employee/Payee name
 - Amount expended

4.8 Internal Audit Review

- 4.8.1 Petty Cash or other Imprest Funds are subject to review and/or other audit tests and procedures deemed appropriate by the Auditor, at any time, without advance notice to the Agency.

5.0 Reconciliation, Fund Discrepancies, Review, and Reimbursement

5.1 Reconciliation

- 5.1.1 Prior to submission of a reimbursement request from the Custodian to the Auditor's Office, the applicable Petty Cash or other Imprest Fund Account shall be reconciled by the Custodian. The reconciliation, documented on MPF Form 6, "Reimbursement Request and Control Listing," or similar form, shall reflect the actual count of Petty Cash on hand, or the Checking Account balance at the date of reconciliation, attested by the reconciling employee's signature. These balances, plus the total of the outstanding Petty Cash Fund vouchers or outstanding Imprest/Operating Account checks, should equal the authorized imprest amount. The reconciliation shall be reviewed and signed by the Fiscal Manager or Agency Management.
- 5.1.2 Bank interest earned and credited to, and bank fees subtracted from an Imprest account adds to or subtracts from the balance of an Imprest Checking/Operating Account. These adjustments will be added to or subtracted from the amount of

the reimbursement requested from the Auditor to maintain the authorized imprest amount of the fund.

- 5.1.3 In the case of Imprest Checking/Operating Accounts, the account's bank statement balance shall be reconciled at least monthly by an employee designated by Agency Management, who is not the Custodian.
- 5.1.4 Copies of Stale-Dated Checks issued from an Imprest Checking/Operating Account, shall be submitted by the Custodian to the Treasurer's Office. In addition, a copy of the MPF Form 6 documenting the original reimbursement detail shall be attached. A check issued by the Custodian for the total of the Stale-Dated-Checks shall be included with the above documentation for submission by the Treasurer to the Utah State Unclaimed Property Division.

5.2 Imprest Fund Discrepancies

- 5.2.1 Upon discovery of any shortages, an investigation shall be conducted by the Custodian and his/her supervisor. Under circumstances of gross negligence or intentional wrong doing the Custodian may be required to personally replenish the shortage.
- 5.2.2 If the shortage appears related to a theft, the incident shall be reported to the appropriate law enforcement jurisdiction, the District Attorney, Auditor, and Treasurer in accordance with Countywide Policy #1304, "Discovery and Reporting of Wrongdoing or Criminal Activity."
 - 5.2.2.1 Any unresolved shortages greater than \$10.00 shall be explained in writing to the Mayor, along with a request to approve reimbursement of the shortage. If approved, the Auditor will reimburse the amount requested to replenish the account.
 - 5.2.2.2 For shortages less than \$10.00, reimbursement will be made upon written request by the Custodian directly to the Auditor.
- 5.2.3 Overages are typically caused by either administrative error or by failure of a Payee to cash a check for which reimbursement has been requested. Overages shall be immediately investigated and resolved, if possible, by the Custodian. The amount of any unresolved overage shall be deposited as miscellaneous revenue, and a cash receipt obtained from the Auditor.
- 5.2.4 No deposits, other than the reimbursement from the Auditor, shall be mingled or stored in a Petty Cash or other Imprest Fund Account, unless the Custodian obtains prior written approval from the Auditor.

5.3 Review of Imprest Fund by Management

- 5.3.1 The operations and reconciliation of an Imprest Fund shall be reviewed by the Custodian's immediate supervisor, the Fiscal Manager, or someone designated by Agency Management.
- 5.3.2 Each MPF Form 6, "Reimbursement Request and Control Listing," shall be signed by the Custodian, and shall be reviewed and signed by Agency Management, the Fiscal Manager, or their designee. The Custodian and

reviewer's signatures on the form indicate that the Imprest Fund has been reconciled and disbursements properly accounted for prior to submission to the Auditor's office.

5.3.3 Each Agency shall maintain copies of completed MPF Form 6, on file, in compliance with current County Records Management guidelines found in Section 1.2 of Countywide Policy #2070, "GRAMA Records Retention Scheduling Process."

5.4 Processing Reimbursement Requests

5.4.1 The MPF Form 6, "Reimbursement Request and Control Listing," reconciled and documented as described in Section 5.1 above, shall be submitted to the Accounts Payable Section, Accounting & Operations Division of the Auditor's Office in accordance with Countywide Policy #1202, "Authorization and Processing of Certain Payments."

5.4.2 If the amount of an imprest fund needs to be increased to avoid consistently depleting the fund, the Custodian should request an increase by submitting an MPF Form 2 as explained in Section 3.0, including a detailed justification of the increase.

5.4.3 Under limited circumstances, such as compliance with HIPPA personal privacy regulations, there may be justification for maintaining original supporting documentation for reimbursements at the Agency level, precluding their submission with the MPF Form 6. In these cases, the Agency must obtain prior written approval from the Auditor.

5.4.4 General warrants reimbursing a Petty Cash Fund will be made payable to the Custodian. At least ten working days should be allowed between submission to the Auditor's Accounts Payable Section, and issuance of the warrant. The Custodian should manage the fund so that the balance of cash-on-hand is adequate to sustain the fund during that period.

5.4.5 Reimbursements for Imprest Checking/Operating Accounts will be made, where possible, by electronic funds transfer (EFT) to the checking account; otherwise by general warrant.

5.5 Denial of Certain Reimbursement Transactions

5.5.1 Amounts already disbursed from a Petty Cash or other Imprest Fund Account may be denied reimbursement by the Auditor because the transaction is not properly documented or authorized by this policy. A letter of explanation from the Auditor, along with the documentation for the denied transaction, shall be returned to the Custodian.

5.5.2 If the Custodian challenges the Auditor's decision, a letter of justification must be submitted for the Auditor's review. If the denied item is subsequently approved, the approved amount will be included in the next replenishment warrant.

- 5.5.3 If the justification is not approved, the amount originally disbursed by the Agency will be reimbursed by the individual(s) responsible for the purchase, to bring the fund back to the approved imprest amount.
- 5.5.4 Reimbursement requests that are denied shall be resolved expeditiously as they arise. Mitigating circumstances, if applicable, should be explained in a letter to the Mayor. The Auditor will reimburse the fund for any "denied" items if authorized by the Mayor through this procedure.

6.0 Backup Custodian Designation

6.1 Designating a Backup Custodian

6.1.1 A Backup Custodian may be designated by Agency Management on MPF Form 2 when a Petty Cash or other Imprest Fund is established, or at any time, by completing a new MPF Form 2. If a Backup Custodian has not been designated, the Fiscal Manager or Agency Management designee is deemed to be the Backup Custodian, as determined by Agency Management.

6.2 Transferring Imprest Funds from Custodian to Backup Custodian

6.2.1 In the anticipated extended absence of the Custodian, a cash-fund transfer using MPF Form 7A, "Transfer of Funds Receipt," may be formally made to carry on normal cash-handling functions by the Backup Custodian, as outlined in Section 8.1 below. All MPF Forms 7A shall be retained by the Agency.

6.3 Backup Custodian Training Requirement

6.3.1 All Backup Custodians are subject to the same training requirement as discussed in Section 7.1.

7.0 New Custodians

7.1 Designation and Training

7.1.1 When a Custodian is designated, this policy, along with all training materials on the Auditor's Office Intranet, Accounts Payable section, shall be reviewed.

7.1.2 An updated MPF Form 2, indicating that the Custodian has reviewed this policy and available training materials, shall be forwarded to the Auditor.

8.0 Changing Custodians

8.1 Transfer of a Petty Cash or Other Imprest Fund

8.1.1 When Agency Management designates a new Custodian, all funds under the control of the current Custodian shall be transferred to the new Custodian. Items transferred include all cash, checks, and petty cash vouchers with supporting documentation. The transfer is accomplished by completing and signing MPF Form 7A, "Transfer of Funds Receipt." Agency Management or the Fiscal Manager should conduct the transfer with both the outgoing and newly designated Custodians present, if possible.

8.2 Accountability for a Petty Cash or Other Imprest Fund

8.2.1 Agency Management and its currently designated Custodian are accountable at all times for all monies advanced from the Auditor and disbursed for purchases.

8.3 Assumption of Duties of New Custodian

8.3.1 To protect the current custodian from future personal liability, the following steps shall be completed:

8.3.1.1 The current Custodian, Agency Management, or Fiscal Manager shall reconcile the Petty Cash and/or Imprest Fund and submit a final reimbursement request on MPF Form 6 to the Auditor. The Agency Management or Fiscal Manager shall review and sign the completed MPF Form 6.

8.3.1.2 The general warrant, triggered by the submission of a final MPF Form 6 from the current Custodian, shall be issued in the name of and cashed or deposited by the new Custodian.

8.3.2 Responsibility remains with the current Custodian until the final MPF Form 6 is completed and submitted with the signed MPF Form 2 to the Auditor. Only when these steps are accomplished will responsibility transfer to the new Custodian. In the absence of the current Custodian, Agency Management designee or the Fiscal Manager shall be responsible, as determined by Agency Management.

9.0 Closing a Petty Cash or Other Imprest Fund

9.1 Requesting Final Reimbursement

9.1.1 When closing a Petty Cash or other Imprest Fund, all remaining vouchers, checks, or other evidence of disbursements shall be submitted to the Accounts Payable Section, Accounting & Operations Division of the Auditor's Office using the MPF Form 6. The Auditor will issue a final general warrant to replenish the account.

9.2 Responsibility for Closing a Fund

9.2.1 If the current Custodian is available to receive the final reimbursement check and take the other actions to close the account required by this policy, he/she shall perform these duties. If the current Custodian is unable or unavailable to close the account, an Agency Management designee or Fiscal Manager shall perform this function.

9.3 Returning Fund Monies and Officially Closing a Fund

9.3.1 Imprest and Operating Checking Accounts. After the fund has been fully replenished, the current Custodian, or other designee shall prepare a check payable to Salt Lake County for the entire imprest amount and deliver it to the Auditor's Office, Accounting & Operations Division. The Auditor will issue a receipt for the return of the authorized imprest amount. The Custodian shall retain the original receipt as proof of compliance with this policy.

9.3.2 Petty Cash Funds. After the fund has been fully replenished, the entire imprest amount in cash shall be delivered to the Auditor's Office, Accounting &

Operations Division. The Auditor will issue a receipt for the return of the authorized imprest amount. The Custodian shall retain the original receipt as proof of compliance with this policy.

9.3.3 Notification to the Treasurer. As the last step in the closing procedures outlined in 9.3.1 and 9.3.2, above, the Auditor will notify the Treasurer by email or other written communication that the account has been closed.

10.0 Limitations

10.1 Disbursements Exceeding Fund Limit

10.1.1 No disbursements from Petty Cash and other Imprest Funds are allowed in an amount greater than the amount authorized per transaction, currently \$200.

10.1.2 An exception to this provision is made for an Operating Checking Account established through the Treasurer for a specific operating purpose, and which anticipates disbursements in excess of the currently authorized petty cash limit.

10.2 Check Cashing

10.2.1 Except as provided in Section 10.2.2 below, Petty Cash and Change Funds shall not be used to cash checks of any type, including employee personal checks.

10.2.2 Employee personal checks can be cashed at the Treasurer's Office in accordance with Countywide Policy #1301, "Acceptance of Checks." Employees at locations remote from the Government Center can use other institutions that provide check-cashing services.

10.3 Split Purchases

10.3.1 Multiple petty cash vouchers shall not be used for a single purchase to facilitate and disguise the purchase of an item, or related items costing over the current \$200 authorized per-transaction limit. Related items include, but are not limited to, purchases for a specific event, or purpose, or at the same time.

10.4 Non-Business Items

10.4.1 Items purchased to reward, compensate, or express sympathy to a County employee, employee's family members, or volunteer shall not be paid for using a Petty Cash or other Imprest Fund.

10.4.2 Items purchased primarily to celebrate holidays or festive occasions shall not be paid for using a Petty Cash or other Imprest Fund, with the exceptions stated in Countywide 1020, "County Meals."

10.4.3 Any other item(s) purchased for a non-business, personal purpose shall not be paid for using a Petty Cash or other Imprest Fund.

10.5 Disbursements under Other Policies or Systems

10.5.1 Transactions covered under other countywide policies prohibit use of petty cash, or require separate Mayoral approval: Countywide Policy #1019, "Travel Allowance and Reimbursement," and Countywide Policy #1350, "Vehicles."

- 10.5.2 Food or meals may be purchased from Petty Cash and other Imprest Funds. However, such purchases are subject to the provisions of Countywide Policy #1020, "County Meals."
- 10.5.3 To avoid potential duplicate payments, any purchases charged with a vendor under the County's credit are to be processed under established accounts payable procedures, and shall not be paid from a Petty Cash or Other Imprest Funds.
- 10.6 Compensation for Services
 - 10.6.1 Payments made for compensation for services by employees are subject to Internal Revenue Service (IRS) rules and regulations, including withholding payroll taxes. Therefore, these disbursements shall not be paid for using Petty Cash or Other Imprest Funds, but snail be paid using the Human Resources/Payroll system.
 - 10.6.2 Payments made for various other purposes that would require issuance of an IRS Form 1099 shall not be made using Petty Cash.

APPROVED and PASSED this 2nd day of November, 2010.

SALT LAKE COUNTY COUNCIL

Joe Hatch, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date

**REQUEST FOR MODIFICATION OR ESTABLISHMENT OF
PETTY CASH, CHANGE, OR OTHER IMPREST FUNDS**

SECTION I – IDENTIFICATION OF AGENCY AND CASHIER

AGENCY NAME: _____
 AGENCY DIRECTOR: _____ PHONE NUMBER: _____
 ORGANIZATION NUMBER: _____ FUND NUMBER: _____
 ADDRESS: _____

SECTION II – ACTION REQUESTED

REQUEST FOR ESTABLISHMENT OF NEW ACCOUNT OR MODIFICATION OF EXISTING ACCOUNT

Policy #1203

Section Ref #	New Acct.	Changes	Effective Date
1.8.3	<input type="checkbox"/>	<input type="checkbox"/> Petty Cash	_____
1.3	<input type="checkbox"/>	<input type="checkbox"/> Change Fund	_____
1.8.1	<input type="checkbox"/>	<input type="checkbox"/> Imprest Checking	_____
1.8.2	<input type="checkbox"/>	<input type="checkbox"/> Operating Checking	_____
8.0		Custodian Being Replaced: _____ New Custodian: _____ New Custodian Training: "I have reviewed Countywide Policy #'s 1203, 1062, 1020, 1202, 1301, 1304, and 1350 found on the County Intranet." (Initial) _____ New Custodian's Title: _____ New Requested Amount: _____ New Telephone Number: _____ Name of New Responsible Cashier: _____ Designation of Backup Custodian: _____ Backup Custodian's Title: _____ Backup Custodian's Phone Number: _____ Backup Custodian Training: "I have reviewed Countywide Policy #'s 1203, 1062, 1020, 1202, 1301, 1304, and 1350 found on the County Intranet." (Initial) _____	_____
3.4.1		Authorized Account Signatories: _____ _____ _____ Depository Bank Name: _____ Routing Number: _____ Account Number: _____	_____

AGENCY APPROVAL

_____ Date Signed _____ Effective Date of Designation _____ Agency Director or Designee

AUDITOR APPROVAL

MAYORAL APPROVAL (for amounts >\$1,000)

prior to the establishment, or modification in, a Petty Cash or other Imprest Fund. A notarized affidavit shall be attached for all Custodian changes. All new Custodians shall review the policies listed in Section II, which can be found on the County intranet site, prior to submission of a Custodian change.

CUSTODIAN'S AFFIDAVIT

STATE OF UTAH

Custodian's Name _____

COUNTY OF SALT LAKE

Being duly sworn and upon oath, I state as follows:

1. I accept custody of the foregoing Petty Cash, Change, or other Imprest Fund.
2. I have received a copy of Salt Lake Countywide Policy #1203, "Petty Cash and Other Imprest Funds" and Salt Lake Countywide Policy #1062, "Management of Public Funds" and have read the same, as well as other policy references as listed therein. I understand the contents and requirements.
3. I understand that I am responsible for the safekeeping of said fund and in the event of loss, due to any act or failure to act on my part, I may be liable for repayment.

Custodian's Signature _____

Subscribed and sworn to before me

this _____ day of _____, 20_____

Notary Public _____

My Commission Expires _____

Residing at _____

PETTY CASH VOUCHER FORM
(See Section 4.6.1)

SALT LAKE COUNTY PETTY CASH VOUCHER		
		No. _____
Date _____	Amount Released	\$ _____
	Amount Returned	\$ (_____)
	Amount Used	\$ _____
For: _____		

_____ Recipient	_____ Custodian	

NOTE: THIS FORM IS AVAILABLE IN PADS FROM SALT LAKE COUNTY PRINTING

				<i>(Controlled Listing continued on Page 2)</i>

PETTY CASH AND OTHER IMPREST FUNDS REIMBURSEMENT REQUEST AND CONTROL LISTING

SECTION III - CONTROLLED LISTING (CONTINUED)

Table with 5 columns: Voucher #, Date, Vendor, Received by, Amount. Includes a total row at the bottom.

*Enter this amount as the Total Reimbursement on Page 1.

SECTION IV - INSTRUCTIONS

All Reimbursement Requests for Petty Cash and other Imprest Funds should be sent to the Auditor's Office, Accounting & Operations Division, Accounts Payable Section in accordance with existing procedures to process payments. A Control Listing is to be kept, identifying in numerical order, the voucher number, the date of each disbursement, the name of the vendor, the payee, and the amount spent. The listing is to be submitted along with the vouchers as an integral part of the Reimbursement Request. The listing should be signed by the Custodian, and submitted to the Custodian's supervisor or other authorized signatory before forwarding the Reimbursement Request to the Auditor's Office.

**SALT LAKE COUNTY
FUND TRANSFER RECEIPT**

Date _____

Agency _____

NAME OF INDIVIDUAL TRANSFERRING FUNDS _____

AMOUNT TRANSFERRED _____

Loose Coins _____

Currency _____

Checks _____

Total _____

TRANSFERRED TO: _____

Signature

Agency

Original - Depositing Agency

Yellow - Courier

Pink - Transferring Agency

(FYI: This form can also be ordered from Printing in two or three-part forms)

Revised 10/10

Appendix 4