

Town of Gainesville Public Library, Silver Springs, New York

Petty Cash

It is the policy of the Town of Gainesville Public Library to create a petty cash fund for the purpose of providing either cash advances or reimbursements for minor expenses.

- The petty cash fund shall be kept in a zippered bag in a safe location.
- The amount of petty cash should be maintained at \$50.00 and will be replenished by approval of the Board of Trustees.
- Disbursement from the Petty Cash Fund must have the petty cash slips and/or receipts necessary for the transaction, date, amount, to whom payable, and purpose of the transaction must appear for proper documentation.
- The Treasurer will create a report of petty cash expenditures for the Board of Trustees to review and approve at the monthly Board meeting.
- The Treasurer and Library Director will verify the balance of the petty cash remaining in the bag each month.

Adopted by the Board of Trustees: *November 14, 2022*