

Bethel Business Committee

Policy & Procedure #012

Reviewed: September 2010, July 2018, Revised October 19, 2020

Kitchen Petty Cash Fund

Purpose:

The kitchen co-ordinator or designate will have a petty cash fund to purchase items of a routine nature. (i.e. coffee, tea, milk, various paper products, soap, etc.). This will allow these items to be purchased with chapel funds on an as needed basis.

This fund is not intended for capital purchases.

Process:

- Treasurer will provide the co-ordinator (or designate) with an appropriate float.
- Every 6 months or when the float is depleted the co-ordinator will provide the treasurer with an accounting of expenditures and the treasurer will top up the float.