



Petty cash handling guidelines (BREAKAWAY)



- The cash in the tin must tally with the current balance in the petty cash book.
- The petty cash must be counted at each handover by shift leaders. If there are any discrepancies, managers must be informed ASAP. In case of error, the staff member must put a single line through the entry and place their initials against it. The details must be entered in the section at the front of the petty cash log book.
- Any purchase made for Breakaway with cash or P card must be authorised by management.
- The folio number must be assigned to the receipt and entered in the petty cash book.
- Cash added to the petty cash tin must be entered using a green ink pen into the petty cash book and the balance must be updated.
- Cash taken out from the petty cash tin must be entered using a black ink pen into the petty cash book and the balance must be updated.
- Any purchases/ spending must be entered in red ink pen and balance must be updated.
- The folio numbers are to be assigned to receipts of transaction on a monthly basis.
- Management and/or BSO audits will be highlighted.
- Children's pocket money must be checked and booked out when child goes home.
- The petty cash tin and book must be locked away at all times and will be the responsibility of the shift leader.