

5.9 PROGRAM CASH ON HAND POLICY

Overview

To avoid theft, and to minimize the liability that could result from the loss, damage, or theft of funds.

Policy

Cash on hand will not exceed the following amounts:

- a) Administration - Head Office Petty Cash: \$500.00

Additional cash may accumulate and be held by Administration – Head Office – for ad hoc reasons (e.g. events, donations, etc). This cash will be immediately secured and deposited upon receipt within a maximum of one month's time.

- b) Program Petty Cash: \$80.00

- c) At locations where multiple programs operate (e.g. Community Inclusion): \$1,500.00

The above allotments are for program cash only and not inclusive of the individuals' funds held or managed in a program. Please see 'Funds for Persons Served' to confirm cash on hand amounts.

All cash must be secured and stored in a locked device.