

## 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.

### Linking Policies

- 1.11 Risk Management Policy
- 1.12 Corporate Responsibility Policy
- 5.1 Financial Governance Policy
- 5.3 Financial Statements & Reporting Policy
- 5.6 Program Financial Reporting Policy
- 5.7 Program Bank Account Policy