



ATUC

Cash and Fund Policies and Procedures

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Cash and Petty Cash Fund Procedures

The Secretariat of ATUC has adopted this Policy in order to establish procedures for petty cash funds and to preserve those funds.

the Finance Department of the Secretariat of ATUC may establish a petty cash fund up to a maximum of 3000 euros. Exceptions are allowed under the approval of the Executive Secretary and the Finance and Administration Manager, especially when it comes to the implementation of projects and activities outside the country of headquarters.

The Treasurer shall be accountable before the Executive Secretary and the Finance and Administration Manager for any misuse or mismanagement of funds.

Petty cash shall be kept in a secure place, office, safe or other secured area and recorded in the accounting system.

The cash fund may not be used for personal use, loans, reimbursement of services, rents, dues or compensation.

Services, rents, dues or compensation shall be paid through accounts receivable to facilitate reporting of taxable income.

Establishing a Petty Cash Fund

To create a petty cash fund, the Petty Cash Officer shall sign the form.

Upon the approval of the Finance and Administration Manager,

The project manager who requests the establishment of a petty cash fund shall be responsible for the following:

- Ensuring the Treasurer understands and adheres to the Expenditure and Procurement Policy.
- Ensuring adherence to payments for project activities.
- Ensuring proper security of funds and prompt reporting of losses.
- Ensuring continued accountability for the Fund.

Increase the Cash and Petty Cash Fund

The project manager may determine that, due to multiple replenishments of the Cash and Petty Cash Fund within a month, it is necessary to increase the fund amount, provided that the total does not exceed €5,000.

Cash and Petty Cash Fund Management

Cash and petty cash funds are established to pay small expenses “paid out of pocket” during the conduct of business and activities of ATUC or its projects

Petty cash transactions consist of emergency supplies, meal expenses related to the activities and functioning of ATUC, daily expenses, etc. Receipts shall be obtained to support any such expenses.

It is the Treasure’s duty to ensure that the expenses are appropriate and permissible.

All expenses shall be recorded in the petty cash reimbursement envelope (Envelope B) when the funding is issued. The envelope shall be signed by Treasurer when the funds are issued. All expenses shall be approved by the Treasurer. Expense history, vendor used, item purchased,

purpose of purchase and amount shall be written on the envelope.

When the Treasurer disburses petty cash, the following procedures shall be followed:

1. All expenses shall have original receipts. Copies of receipts shall not be allowed.

2. Receipts shall be supported by the following documents:

a. Vendor name

b. Date

c. Product type

d. Purpose of purchase

Petty Cash Fund Replenishment

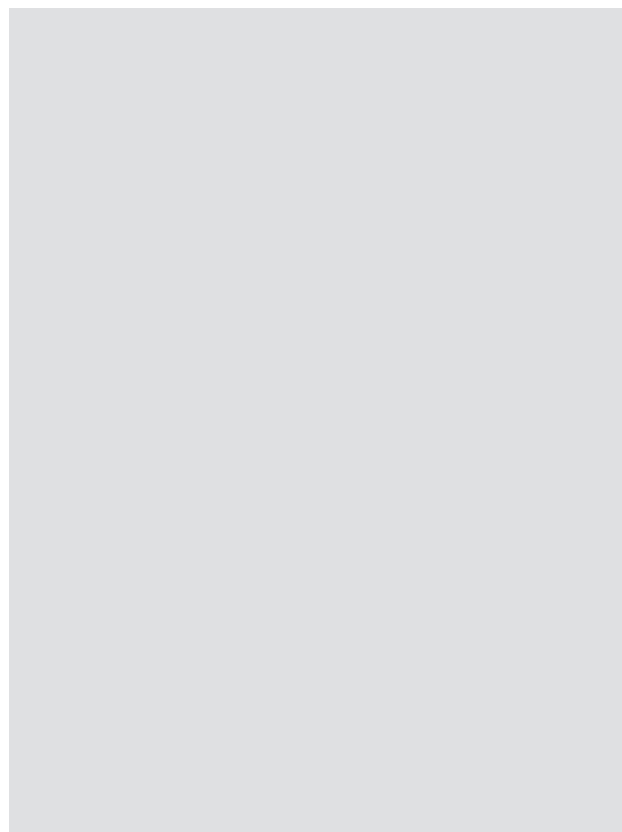
The fund is recovered monthly (unless the use is seasonal only). The total recorded expenses shall be placed in the petty cash reimbursement envelope, and the cash in hand shall be recorded in the petty cash envelope. The sum of expenses and available cash shall equal the sum of the Petty Cash Fund. The project manager shall sign the petty cash envelope under the approval of the Executive Secretary or the Finance and Administration Manager after reviewing all expenses. The payment request shall be then completed. The payee shall be the Petty Fund Treasurer, with “petty cash” written under the name. All expenses shall be then listed, grouped together by material code. The payment request shall be signed by the Treasurer and approved by the project manager. The petty cash refund file shall be attached to the payment request and sent to the Accounts Payable Department to process the cheque.

Creating a Fund in the Financial Records

Once the completed and approved petty cash forms are restored, a record will be generated for the vendor, with the sponsor listed as the recipient, and “payee money” shall be indicated beneath the name. All petty cash shall be paid from this vendor file and shall not be included in other payments to this employee.

Reconciliation of Financial Records

The financial services shall receive a list of established Fund Officers within the system at least once every fiscal year. The list shall include the Fund Officer’s name, address, project number, and fund amount. A notice shall be sent to the Finance Manager of the department informing them that all petty cash funds shall be submitted for reimbursement on 30 June to ensure that expenses are recorded in the appropriate fiscal year.



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