

## Operations

### Petty Cash Procedure

The following is the procedure for the intended uses, withdrawing, and replenishing cash from the Meadow Lakes Golf Course petty cash fund.

Petty cash is to be used to reimburse employees for small expenses (\$25 or less) that have been approved by a department manager. All expenses greater than \$25.00 should be reimbursed by check.

The General Manager will write a check to fund the petty cash.

In QuickBooks:

Debit – Bank 12000

Credit – Petty Cash 10000

Cash is placed in the Petty Cash bag in the safe.

A receipt for the expense must be provided. NO EXCEPTIONS!

Department manager must enter the expenses in the journal (IN THE BAG), place the receipt in the bag, and dispense the cash from the petty cash.

General Manager, on a weekly basis, will reconcile the receipts, journal entries and petty cash balance. If required, General manager will write a check to replenish the petty cash fund. (Make appropriate journal entries into QuickBooks)

Debit Petty Cash

Credit Appropriate Expense Category