

Snap Care Policies & Procedures



Snap Care Petty Cash Policy & Procedure

Purpose

Snap Care Limited is committed to managing petty cash responsibly and transparently. This policy sets out clear procedures for the use, recording, and reconciliation of petty cash used for minor business-related expenses. Petty cash will be used strictly for legitimate purposes, and all transactions must be properly authorised and documented.

Policy Summary:

This procedure explains how petty cash is requested, spent, recorded, and monitored. It includes responsibilities, limits, approval requirements, and audit controls to ensure funds are used appropriately and not misused.

This policy applies to:

- All staff authorised to handle, request, or use petty cash

Policy

1. Purpose of Petty Cash

Petty cash is intended for low-value, infrequent purchases where it is not practical to use other payment methods. Examples include:

- Travel or parking expenses for client visits
- Emergency supplies for service users
- Office stationery or minor equipment
- Postage or courier fees

Petty cash must **not** be used for:

- Personal expenses
- Salaries or wages
- Loans or advances
- Routine, high-value purchases

2. Petty Cash Custodian

The designated **Petty Cash Custodian** (usually the Office Manager or Administrator) is responsible for:

- Holding and safeguarding petty cash securely
- Issuing cash upon approval and recording all transactions

**If you have any questions about this policy, please contact us on
020 7729 2200 or email info@snapcare.co.uk**

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- Ensuring the petty cash float is balanced and topped up as needed
- Reporting discrepancies or concerns to the Managing Director



3. Petty Cash Float and Limits

- Receipts are required for **all** transactions
- Reimbursements will not be made without original receipts

4. Recording and Receipts

- Receipts must be submitted to Snap Care designated Support Manager
- Each transaction must be recorded in the **Daily Records**, including:
 - Date
 - Amount
 - Description of purchase
- Any unused cash must be returned and logged

6. Reconciliation and Monitoring

- Records will be reviewed by the Managing Director or delegated person
- Discrepancies will be investigated, and serious issues may result in disciplinary action

7. Security and Storage

- Petty cash must be kept in a **locked cash box** in a secure location
- Only the designated custodian and authorised personnel may access the box
- Keys must be stored securely and separately

8. Misuse and Disciplinary Action

Any misuse of petty cash, including falsification of records or use for personal expenses, will be treated as **gross misconduct** and may lead to disciplinary action up to and including dismissal.

Roles and Responsibilities

All Staff Use petty cash appropriately, retain receipts, and follow procedures

Monitoring and Review

- Petty cash procedures will be reviewed annually or when regulations change

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This policy applies to the following people in our organisation	All employed staff members: <ul style="list-style-type: none">• Senior team• Care workers
Policy Date	28/03/2025
Due for Review	28/03/2025
Who has or can give authority to change policy	Registered Manager
Where is this policy kept	On the company's shared drive and the company's website

Date	Reviewer	Version	Date for Next Review

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