

CASH FLOAT MANAGEMENT POLICY®

DOCUMENT SUMMARY/KEY POINTS

- This policy describes the basic procedures for requesting and returning cash float.
- These procedures include:
 - Application / Request for Cash Float
 - Reimbursement of Cash Float
 - Return of Cash Float when a department no longer requires the cash float

Approved by:	SCHN Policy, Procedure and Guidelines Committee	
Date Effective:	1 st September 2016	Review Period: 3 years
Team Leader:	Senior Accountant	Area/Dept: Finance

CHANGE SUMMARY

- The document has been amended and its scope expanded to cover the whole Network.
- The document, earlier available on the intranet under Finance\Resources\Forms\Petty Cash and Cash Float Request and Return Forms, has now been updated with changes applicable to the steps involved in obtaining and returning cash float. The changes include those necessitated by the implementation of electronic Payment Requisition form by HealthShare.
- As the document has undergone substantial changes it is recommended that the users read the new document fully to understand the revised procedures.

READ ACKNOWLEDGEMENT

- Read Acknowledge Only – All the staff and their supervisors / managers involved with requesting, receiving, maintaining and returning petty cash and/or cash float.

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1 Application / Request for (Petty) Cash Float

Procedure

The following procedure must be followed when requesting a new float or requesting increase to an existing float.

1. Download the following three forms from the SCHN intranet page –
 - a) Cash Float Request Form;
 - b) Payment Requisition Form; and
 - c) Mandatory Cash Handling Policies and Procedures Form.
2. The Mandatory Cash Handling Policies and Procedures Form is your affirmation to read and ensure compliance with the policies and procedures listed in this document and those on the form itself. (Refer Section 4 below for a link to this form.)
3. Complete all the three forms and obtain appropriate approvals. The Cash Float Request Form and the Payment Requisition Form must be signed by the requesting Cost Centre Manager / Controller and the Service Director with appropriate delegation for the cost centre. The Mandatory Cash Handling Policies and Procedures Form must be signed by the requesting Cost Centre Manager / Controller and the cash handling staff within the cost centre.
4. The Payment Requisition form is an electronic form; DO NOT send this form to HealthShare for processing instead save it as a PDF document upon completion and print it for signature.
5. Submit these documents (listed below) to the Finance Administration Officer :
 - i. the completed and signed Cash Float Request Form,
 - ii. a copy of the completed Payment Requisition Form duly signed by the Cost Centre Manager / Controller and the Service Director with appropriate delegation for the cost centre.
 - iii. the signed Mandatory Cash Handling Policies and Procedures Form.
6. Finance Administration Officer will do the following:
 - i. Check completeness of all three submitted documents. Where necessary seek further information or seek amendment to the submitted forms from the requesting cost centre.
 - ii. Verify the correctness of account numbers used in the Cash Float Request Form and on the Payment Requisition. Payment of new Cash Float or increase of an existing Cash Float MUST be debited to A/C(501720) and the relevant Cost Centre, Project Code (10000) and your Entity Code

- iii. Seek approval of the Associate Director, Finance Operations, if all the three documents are complete and acceptable. The Associate Director, Finance Operations would sign the Cash Float Request form if approved.
- iv. Fill in a new electronic Payment Requisition form adding therein the information provided on the hard copy Payment Requisition form provided by the requesting cost centre. The new Payment Requisition would then be forwarded to the Associate Director Finance Operations for approval before being processed by HealthShare.
- v. File the following documents in the 'Float Request' file - original approved Cash Float Request Form; a hard copy of Payment Requisition Form and the signed Mandatory Cash Handling Policies and Procedures Form received from the requesting cost centre and a printed copy of the electronic Payment Requisition form completed by Finance.

PLEASE NOTE:

AS THE CASH FLOAT CHEQUE REQUEST MUST BE SENT TO HEALTHSHARE FOR PROCESSING AND TO ALLOW TIME FOR CASHING THE CHEQUE. IT IS RECOMMENDED THAT AT LEAST 72 WORKING HOURS BE ALLOWED FOR PROCESSING A CASH FLOAT REQUEST

2 Reimbursement of Petty Cash Float

Procedure

The Petty Cash Float can be replenished at any time by raising a Payment Requisition for the amount already spent out of the float. The appropriate account codes and Cost Centre codes must be used to record all the petty cash payments and must be supported by the original documents (i.e. tax invoices or receipts).

The Payment Requisition approved by the Cost Centre Manager / Controller or delegated authority, supported by the original tax invoices/receipts and relevant documents must be submitted directly to Accounts Payable at HealthShare NSW for processing. The preparer must sight and attach the original tax invoices/receipts supporting the Payment Requisition and ensure correct accounting distribution is provided for each line item on the Payment Requisition. It is recommended that the approver review the transactions and their accounting distribution before approving the Payment Requisition.

HealthShare NSW would process the Payment Requisition once approved and issue a cheque for the amount being reimbursed in the name of requesting department.

3 Return of Cash Float

Procedure

When a department no longer requires a Cash Float the whole amount of the float MUST be returned as soon as reasonably possible to reduce the balance of the float to zero. Partial return of float is not permitted. The following procedure shall be followed for the return of float:

1. Download from the SCHN Intranet and complete (including signatures) the Cash Float Return Form. List all the paid dockets and attach corresponding original tax invoices / receipts.
2. Work out the balance of unspent float by deducting the 'Total Amount Spent (inclusive of GST)' ,as evidenced by paid dockets on hand, from the 'Amount of Float' and state the amount of this balance on the form against 'Unspent Cash Returned'. The 'Amount of Float' represents the initial amount of float plus enhancements (NOT the reimbursements) thereafter, if any.
3. Return the unspent balance of the cash float to the Network Cashier at SCH or CHW campus along with a copy of the completed and signed Cash Float Return Form and obtain an official Cash Receipt evidencing return of cash.
4. Attach the original Cash Receipt issued by the Network Cashier at SCH or CHW facility to the Cash Float Return Form.
5. Obtain approval of your Cost Centre Manager / Controller.
6. Submit the following to the Finance Administration Officer:
 - i. the approved Cash Float Return Form;
 - ii. the original Cash Receipt issued by the SCH or CHW Cashier supporting the amount of 'Unspent Cash Returned' as shown on the Form; and
 - iii. the original paid dockets – tax invoices / receipts - supporting payments made out of the float for which reimbursement has not been claimed
7. Finance Administration Officer will do the following:
 - i. Check completeness of the Form and submitted documents.
 - ii. Verify that the Cash Float Return Form shows the correct account codes for credit of the returned float. This would typically be A/C501720 and relevant Cost Centre, Project Code (10000) and your Entity Code to which the float was debited when it was issued.
 - iii. If the documents are complete and in order (i.e. no discrepancy in the cash returned and cash balance on hand + paid dockets), endorse the date of return of float and receipt number on the face of the original of the Cash Float Request Form/s – Initial Float as well as enhancements thereafter, if any, maintained on the 'Float Request' file and file a copy of the approved Cash Float Return Form on top of the corresponding Cash Float Request forms.
 - iv. Provide the original approved Cash Float Return Form and paid dockets, corresponding to the part of the float spent by the cost centre for which no reimbursement was claimed by the cost centre, to an assistant accountant for appropriate entries to update the Petty Cash Account of the Cost Centre in General Ledger. Upon posting the journal, the assistant accountant shall ensure that the balance in the petty cash account of the cost centre has reduced to zero.

4 Related Information

Network Policies (available on the Intranet and amended/updated from time to time)

- [Delegations Manual](#)
- [GST Policy](#)
- [Petty Cash Reimbursement Policy](#)
- [Cash Handling Policy](#)

[Mandatory Cash Handling Policies & Procedures Form](#)

Security Policy and Procedure:

- [Security – CHW Policy and Procedure](#)
- Randwick Campus - Refer to the relevant SESLHD Security policy and/or procedure.