

Foodbank Petty Cash Policy

1. Purpose

The purpose of this Petty Cash Policy is to ensure that all small cash transactions within the Foodbank are managed securely, transparently, and in accordance with good financial practice and the Trussell Trust's governance standards. This policy outlines how petty cash is issued, recorded, stored, and reconciled.

2. Scope

This policy applies to all staff, trustees, and volunteers who handle or request petty cash on behalf of the Foodbank.

3. Petty Cash Float

- The Foodbank maintains **two petty cash floats of £100¹ each**.
- One petty cash tin is held at the **Jubilee Church Foodbank Office**.
- One petty cash tin is held at the **Broadmead Warehouse Foodbank Office**.
- Each float must be kept in a **locked tin** stored in a **secure, non-public area** of the Foodbank.
- Access is restricted to the appointed **Petty Cash Custodian** and their authorised deputy.

4. Petty Cash Custodian

The Foodbank Manager (or nominated individual) will appoint a **Petty Cash Custodian** for each petty cash location, responsible for:

- Keeping the petty cash float secure.
- Issuing petty cash in accordance with this policy.
- Maintaining an accurate log of all transactions.
- Ensuring receipts are collected.
- Completing monthly reconciliation.
- Reporting any discrepancies immediately to the Foodbank Manager and Trustee Board Finance Lead.

¹ Confirmed in RFB Treasurer email 15/02/2026

5. Appropriate Use of Petty Cash

Petty cash is intended for small, infrequent, operational expenses such as:

- Emergency food items (e.g., to complete a food parcel).
- Light refreshments for volunteers.
- Minor cleaning or office supplies.
- Small travel expenses where reimbursement by bank transfer is impractical.

The maximum amount for any single petty cash transaction is £20².

6. Prohibited Expenditure

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

- Salaries, stipends, or regular contractual payments.
- Planned purchases or larger items.
- Volunteer gifts or discretionary spending.
- Personal expenses.
- Any purchase that should properly be made via invoice or procurement process.

7. Requesting Petty Cash

All petty cash requests must include:

1. A completed petty cash voucher.
2. Signature of the requester.
3. Approval from an authorised signatory (e.g., Foodbank Manager or Team Leader).

The Custodian must check that the request is:

- Legitimate.
- Within spending limits.
- In line with Foodbank financial controls.

8. Receipts and Documentation

- A receipt or other proof of purchase should be obtained wherever possible for all petty cash transactions.

² Confirmed in RFB Treasurer email 15/02/2026

- Receipts must be submitted immediately after the purchase and attached to the petty cash voucher.
- If a receipt is lost or unavailable, a written explanation must be provided and approved by the Manager.
- Persistent missing receipts may result in withdrawal of petty cash privileges.

9. Reconciliation Procedures

- Each petty cash fund must be reconciled **monthly** or when replenishment is requested.
- Reconciliation must be completed by the Custodian and checked by the Finance Lead (or delegated Trustee).
- A reconciliation report must include:
 - Total vouchers issued.
 - Remaining cash.
 - Expected balance.
 - Any discrepancies.

10. Replenishment

- After reconciliation, the Custodian will request reimbursement through the Foodbank's finance procedures.
- Reimbursement will bring the relevant petty cash float back to the approved level.
- Copies of vouchers and receipts must accompany the reimbursement request.

11. Security and Fraud Prevention

- Petty cash must be locked away when not in use.
- Cash must not be removed from the premises except for authorised purchases.
- Discrepancies or suspected misuse must be reported immediately to:
 - The Foodbank Manager.
 - The Trustee Board Finance Lead.
 - The Chair of Trustees (if serious).

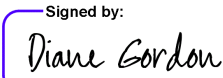
Any confirmed misuse may result in disciplinary procedures and, where appropriate, reporting to the relevant authorities.

12. Audit and Review

- Petty cash records are subject to internal checks, trustee oversight, and external audit.
- Trustees may conduct unannounced spot checks of either or both petty cash floats.
- This policy must be reviewed **annually** by the Trustee Board.

Signed by:

Signed by:


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Position: Chair

Date: 9/9/2026

Copilot: 24/08/2026
Next RFB Review: Sep 2027