

MSUKALIGWA LOCAL MUNICIPALITY



PETTY CASH POLICY / SCM

1 JULY 2026 – 30 JUNE 2027

Purpose of policy

1. Where the need may arise in a department/division to have cash available for payments of a minor and recurring nature and it is impracticable to obtain cheque payments for every expense, such payments may be handled by means of petty cash facilities.
2. The Municipal Manager may delegate control and management of the petty cash float to the Chief Financial Officer in which event reference to the Municipal Manager in this policy shall be construed as reference to the Chief Financial Officer. The Chief Financial Officer will authorize or delegate an official from his department to keep a petty cash register and to grant refunds for cash purposes or allow cash advances.
3. At the discretion of the Municipal Manager, departments or divisions of the Municipality may be provided with their own petty cash floats.
4. In the event where the Municipal Manager appoints an officer to take control of a petty cash float, he/she must be independent of all other cash functions such as cashiering.
5. In the event of a department or division being authorized to keep a petty cash float, the Head of the Department or Division concerned shall designate a staff member of that department/division as a departmental or divisional petty cash officer.

Maximum Petty Cash Float

The Municipal Manager may determine the maximum amount per petty cash officer, which may be payable directly from the banking account of the Council for purposes of departmental/divisional petty cash procurement.

Procedures for the handling of Petty Cash

A.

1. The application for a petty cash facility or for increase of the operational amount of existing petty cash must be made in writing to the Municipal Manager or **the Chief Financial Officer as delegated**.
2. The application must state reasons for the need of petty cash and the amount required for its operation, as well as the cost centre from which funds are to be applied for the petty cash.
3. The amount should be sufficient to cover expenses for approximately a month, and the limit for every section is **R2 000.00 per transaction**, however **not exceeding R 20 000 per month per Department**.
4. All petty cash transactions will be processed through electronic funds transfer.

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5. The keeping of a formal petty cash register is compulsory, except where petty cash expenses are posted directly on the official financial system of the municipality.
6. Petty cash payments may only be made by the designated petty cash officer upon production of a petty cash voucher accompanied by proper supporting documents such as cash sale slips or receipts containing the supplier's name addresses to the council.
7. The petty cash purchases are limited to a transaction value as determined by the Municipal Manager or Chief Financial Officer from time to time in terms of the Supply Chain Management Policy.
8. If cash is advanced without supporting documents it should be on the basis of an advance, under signature of the receiving official, and authorized by the Head of the Department or divisional head. The receiving official must ensure that the relevant cash slips or receipts must reach the petty cash officer **within 14 days (2 weeks)** after the money was received. If the receipt on the advance is not handed the amount shall be deducted from my salary.
9. The petty cash officer must regularly pursue outstanding advances, and long outstanding advances must be brought to the attention of the Chief Financial Officer who must take the appropriate action to ensure that the amount advanced has been properly spent and proof of the expenditure is submitted.
10. Each petty cash voucher must be signed by the receiving official, Head of Department or divisional head and a senior official of the Finance Department.
11. Petty cash funds are to be used exclusively for the payment of smaller official expenses, excluding the following to be in line with Municipal SCM Regulations Section 15 (a)
 - No private loans from petty cash funds are permitted.
 - No staff cheques may be cashed out of petty cash funds.
 - No travelling claims of officials may be paid from petty cash funds.
 - No instalment invoices such as the rental of equipment are permitted.
12. Shortages and surplus funds concerning petty cash must immediately be paid in at the cashier and the reason for the shortage/surplus must be investigated by the head of the department or division with a view to rectification.
13. The total amount of petty cash (floats), in the form voucher of vouchers or cash, shall be counted (physical verification) in full at the end of the financial year, before closure of the revenue offices, and these should equal the authorized petty cash amount. This step is in line with the accrual basis of accounting.
14. A manager must not delegate duties for petty cash to an official not reporting to the manager.

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15. Cash advances can only be granted for out-of-pocket expenses for delegated representatives of the municipality or upon a written quotation but in all instances a petty cash voucher should be approved by the related departmental head.

Municipal SCM Regulations Section 15 (c)

16. Officially delegated person will agree to the deduction from his/her next remuneration any cash advances of which no proof of expenditure is presented on return from the event attended.

Municipal SCM Regulations Section 15 (c)

17. Events & catering expenses are payable from petty cash subject the limitation of up to R2 000.00 vat inclusive per section per transaction however not exceeding R 20 000 per department.

18. A monthly reconciliation report from holder of a petty cash must be provided to the chief financial officer, including:

- i. The total amount of petty cash purchases for that month;
- and ii. Receipts and appropriate documents for each purchase.

Municipal SCM Regulations Section 15 (d)

19. (7) For "urgent matters", the Chief Financial Officer (CFO) is allowed to prior approve of purchases up to an amount of R 2 000 (VAT included) from petty cash.

20. The number of petty cash purchases or the maximum amount per month for each manager to spend on petty cash must be restricted as indicated in the Delegation of Authority Document.

21. REVISION OF THE POLICY

The MSUKALIGWA LOCAL MUNICIPALITY's Petty Cash Policy must be reviewed and amended, annually, to ensure that it remains relevant.

IMPLEMENTATION AND REVIEW OF THIS POLICY

This policy should be implemented once approved by the Municipal Council and may be reviewed annually for amendments if any.

Effective date	01 July 2026
Council resolutions no	LM 1084/05/2026
Municipal Manager	