

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Life Enrichment Services

POLICY NO: 60-015

SUBJECT: Work Enrichment Services Recycling
Money/Petty Cash

EFFECTIVE DATE: October 2014

Policy:

Work Enrichment Services collects aluminum cans for recycling and uses the money earned for petty cash. This allowance is used to assist in the completion of desired community outings/activities expressed by the program participants. The Work Enrichment Specialist will be responsible for the security of petty cash funds, as well as management and documentation of daily transactions. All transactions are to be approved by the Director of Life Enrichment.

Procedures:

1. Work Enrichment Service Coordinator and Specialist are responsible to ensure the security of petty cash funds by locking money up in a cabinet. Money that is not in staff possession must be stored in the locked cabinet located in the Coordinator's office.
2. Petty cash withdrawals may only be made for approved expenditures, (i.e. activities). Team Leaders will obtain approval by submitting a cash request to the Life Enrichment Director. Once the Director has initialed and dated the slip indicating approval, the Specialist may make the transaction. All approved request slips will be kept in the petty cash pouch.
3. Personal staff purchases shall not be made from petty cash funds.
4. A receipt must be obtained for each petty cash purchase. A log book containing Financial Review Forms will be kept with the petty cash pouch to record all transactions. All receipts will be kept in the pouch to be reviewed monthly by the Work Enrichment Coordinator/Life Enrichment Director.
5. All transactions will be recorded on a Financial Review Form. The Financial Review Forms will be turned in at the end of the month for review by the Work Enrichment Coordinator. The Life Enrichment Director will also review the Financial Review Forms quarterly along with the Consumer Money pouches.
6. The Work Enrichment Specialist is required to balance the petty cash funds upon each transaction or at least weekly if no transactions have been made. All discrepancies must be reported to the Work Enrichment Coordinator and/or the Director of Life Enrichment.