

Unity of Traverse City
Board Policy and Procedure
Policy Category: Finance
Policy Subject: Petty Cash Policy Number: 708

I. POLICY

Unity of Traverse City will maintain a petty cash fund for the payment of minor expenses and purchases of the church.

II. PROCEDURE

- a. A petty cash account no greater than \$350 will be maintained in the church office.
- b. The account will be overseen by the senior minister and administered by the Office & Programs Coordinator.
- c. All requests for petty cash expenditures are to be approved by the senior minister.
- d. All expenditures will be supported by written receipts. Exceptions may be made by the senior minister in the event of lost receipts and/or documentation.
- e. The petty cash account will be reconciled on a monthly basis by the Office & Programs Coordinator.

Board President

Date

Adopted: 01/16

Revised: