



Petty Cash Policy

Bounce Fitness policy is to minimise the risk in cash movement and handling and to promote the health and safety of all persons by ensuring compliance with the petty cash procedures.

Other methods of payment, for example, cabcharge dockets, credit cards, or direct re-imburement must be considered and used where possible. Petty cash funds are available where there is no viable alternative, to expedite obtaining of certain supplies and services where minor expenditure is involved; and to improve the efficiency of the payment process. Petty cash claims by staff of Bounce Fitness will not be recognised unless approved policy and procedures have been followed.

Petty cash may be used for individual purchases to a maximum of \$100.

Petty cash must not be used for:

- o salaries
- o advertising
- o loans to staff members for any purpose
- o tips related to hospitality expenditure
- o purchases of greater than \$100
- o recurrent expenditure

