SWAINS CREEK PINES ® LOT OWNERS ASSOCIATION
PETTY CASH POLICY

Effective Date: May 10, 2025

Purpose: The purpose of this policy is to establish guidelines for the use, management and reconciliation of the petty cash fund maintained on-site at Swains Creek Pines.

Scope: This policy applies to all members, employees, directors and officers of the Swains Creek Pines Lot Owners Association.

1. Petty Cash Fund Overview: The petty cash fund is a small amount of cash kept on-site to cover minor expenses that require immediate payment and cannot be conveniently processed through the regular accounts payable system.

2. Authorization and Access:

- The petty cash fund is authorized by the Board of Directors and is maintained in a secure physical cash safe on the property.

- Access to the petty cash fund is restricted to the following authorized persons:
  - Association Treasurer
  - On-site Property Manager(s)

- Each authorized person must sign a Petty Cash Access Agreement acknowledging their responsibilities.

3. Usage Guidelines:

- Petty cash may be used for minor, routine expenditures such as:
  - Office supplies
  - Minor repairs and maintenance items
  - Postage
  - Miscellaneous small expenses

- The maximum amount for a single petty cash transaction is $50.00. Any expenditure exceeding this amount must be pre-approved by the Treasurer or processed through the regular accounts payable system.

4. Transaction Recording:

- Each petty cash transaction must be documented using a Petty Cash Voucher, which includes the following information:

  - Date and Amount of the transaction
  - Purpose and Description of the expenditure
  - Name and Signature of the person requesting the funds
  - Name and Signature of the person authorizing the expense

- All receipts and supporting documentation must be attached to the Petty Cash Voucher

5. Documentation Submission:

- All completed Petty Cash Vouchers and accompanying receipts must be submitted to the Treasurer for review and reconciliation.

- The Treasurer is responsible for ensuring that all documentation is complete and accurate before replenishing the petty cash fund.

6. Reconciliation and Replenishment:

- The petty cash fund must be reconciled monthly by the Treasurer or their designee.

- Reconciliation includes verifying that the total amount of cash on hand plus the total of all Petty Cash Vouchers equals the established petty cash fund amount.

7. Security and Control:

- The Petty cash fund must be kept in a locked safe at all times, accessible only to authorized persons.

- The combination or key to the petty cash safe must be changed periodically and whenever there is a change in authorized persons.

8. Audit and Review:

- The petty cash fund is subject to periodic audits by the Board of Directors or an independent auditor to ensure compliance with this policy.

- The results of the audit will be reported to the Board of Directors, and any recommendations for improvement will be implemented promptly.

9. Policy Review:

- This Petty Cash Policy will be reviewed annually by the Board of Directors and revised as necessary to ensure its effectiveness and compliance with applicable regulations.

Approved by the Board of Directors on: May 10, 2025