



Tuckshop and Canteen Management Consultants

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Petty cash

Petty cash must be used and maintained in accordance with your Association guidelines.

Petty cash should be used for emergencies and sundries that cannot be bought through suppliers. It is not intended for general or regular shopping. All stock where possible should be ordered in, even if the prices are slightly higher. Many schools are now using Coles or Woolworths online for all their odds and ends. There is a delivery fee involved but if you go for the bigger time window and order everything at once it does work out cheaper especially if the convenor is being paid a shopping allowance. Stock will also be transported in a food safe vehicle and not in the boot of some ones car.

Petty cash receipts/dockets are required to be marked received and signed and dated. The same as for invoices and delivery dockets. This should be done by some other than the person that initially made the petty cash purchase. By having someone else do this you are saying yes the goods were received in good order at the canteen. This also protects the convenor from when some says "I saw her at the shops and she had 3 tins of pineapple in the trolley but there are only 2 on the shelf" [yes unfortunately this does happen]

- ✚ You cannot take money out of the cash drawer and buy items and then put the receipt in the drawer.
- ✚ You cannot cash petty cash cheques through the cash drawers
- ✚ A convenor or volunteer cannot personally benefit from making a petty cash purchase. This means don't collect the fly buy points or rewards on a personal card [only the association or school can do this]. Same with cheap fuels dockets.
- ✚ When petty cash purchases are made they must be on their own receipt and not mixed in with personal purchases.

We see some schools with petty cash as high as 2 or 3 hundred dollars. This is excessive and means they don't have their ordering organised. Usually it is fruit and veg. Fruit and vegetables can be delivered. Go to yellow pages online and do a search for your area and ring them up and ask. One school we know gets all fruit and veg because they hang the fruit shop sign outside the canteen!

Remember you must abide by your associations guidelines on petty cash and its usage

To fast track your set up of petty cash a spreadsheet template is available at www.canteens.com.au

Additional help to manage your Tuckshop or Canteen

- ✚ Tuckshop and Canteen Management Consultants Helpline www.canteens.com.au
- ✚ Canteens.com.au- Follow us on facebook-www.facebook.com/canteens