Guardian Angels Church Altar Society

Petty Cash Procedures

Access to Petty Cash is available during normal rectory business hours.

Call the Altar Society Treasurer (or President if Treasurer is unavailable) and request access to Petty Cash.

The Treasurer (or President) will contact the rectory and let them know you are coming.

The Petty Cash box is located in the rectory safe.

The Office Staff will assist you in obtaining the needed amount.

Both the Ledger and Receipt Form, located in the box, will need to be completed at the time of the withdrawal.

* Ledger—complete the form with date, description, and amount of cash withdrawn.
* Receipt—complete the form with date, name, amount, and reason for withdrawal.

After making your purchase, return to the rectory.

* Place the original receipt in the cash box. Make a copy for yourself if needed.
* If there is change from the purchase, record that amount on the ledger.
* Make sure withdrawn amount is equal to the purchase price plus change, if any.
* Call the Treasurer (or President) and advise that you are finished.

The Treasurer will then write a check for cash equal to the purchased amount and replenish the Petty Cash Box.

The purchase transaction should be completed within 3 working days. If more time is needed, make note on the receipt form.

Approved 8/30/23

Altar Society Executive Board