

Our File/N/Réf.  
Your File/V/Réf.

DATE 16 February, 1999

TO/DEST. The Chair and Members of Council

FROM/EXP. Finance Commissioner

SUBJECT/OBJET **REPORT ON PETTY CASH AND CHANGE FUNDS - 1998**  
**(AS PER CORPORATE POLICY MANUAL, CHAPTER 4, ANNEX 4A)**

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BACKGROUND

The *Corporate Policy Manual* requires the Treasurer to report annually to the Corporate Services and Economic Development Committee on the operations of all petty cash and change funds and imprest bank accounts established under Chapter 4, Annex 4-A.

Attached is a list of petty cash and change funds and imprest bank accounts by department (Annex A) which have been established at various locations in accordance with Corporate Policy. These funds provide a cash facility to individuals when they are paying for goods and services provided by the Region as well as to facilitate the purchase of miscellaneous goods and services.

During 1998, five petty cash funds required increases totalling \$5,360. Three petty cash funds were closed and no new petty cash or change funds were established. The net result of these changes was an increase in the amount of petty cash and change funds by \$5,055 to \$78,555.

A review of the operations of all petty cash and change funds was made as at December 31, 1998. All custodians were contacted and have submitted completed certificates of the amount of cash and paid vouchers on hand at that date with the exception of two petty cash funds amounting to \$125.00 with Social Services which have now been closed. The certificates were checked with our accounting records and found in order. The imprest bank accounts have been reconciled as of December 31, 1998 and are in order.

*Approved by*  
*J.C. LeBelle*

Attach. 1

**SUMMARY OF PETTY CASH, CHANGE FUNDS  
AND IMPREST ACCOUNTS**

<u>Department</u>	<u>Type</u>	<u>Amount</u> \$
Chief Administrative Officer	Petty Cash Fund	300.00
Environment and Transportation	Petty Cash and Change Funds	3,300.00
Finance	Petty Cash and Change Funds	1,200.00
Health	Petty Cash and Change Funds	1,380.00
Homes for the Aged	Petty Cash Fund	900.00
Information and Public Affairs	Petty Cash and Change Funds	150.00
Internal Audit	Petty Cash Fund	100.00
Legal	Petty Cash and Imprest	100.00
Office of the Chair	Petty Cash Fund	250.00
Planning and Property	Petty Cash and Change Funds	625.00
Regional Clerk	Petty Cash and Change Funds	1,300.00
Regional Police	Petty Cash and Change Funds	66,350.00
Social Services	Petty Cash and Imprest Account	<u>2,600.00</u>
		<u>78,555.00</u>