

DATE 21 February, 2000

TO/DEST. The Chair and Members of Regional Council

FROM/EXP. Finance Commissioner

SUBJECT/OBJET **REPORT ON PETTY CASH AND CHANGE FUNDS - 1999**  
**(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, change funds and imprest bank accounts established under Chapter 4, Annex 4-A.

Attached is a list of these funds held by each department (Annex A) at various locations in accordance with Corporate Policy. These funds provide on demand reimbursement to individuals purchasing goods and services for Regional business as well as a facility to provide change to the public when purchasing miscellaneous goods and services provided by the Region.

A review of the operations of all petty cash and change funds was made as at December 31, 1999. The review included the petty cash and change funds for OC Transpo. All custodians were contacted to verify and certify the amount of cash and paid vouchers on hand. The certificates were checked with our accounting records and found in order.

There are cash funds in the amount of \$123,315.00 held throughout the organization as outlined in Annex A. During 1999, five Regional petty cash funds required increases totalling \$1,180.00. During the year end review, Police Services reduced its petty cash requirements by \$3,350.00. The net result of these changes was a decrease in the amount of petty cash and change funds by \$2,170.00.

During 1999, OC Transpo increased its cash on hand by \$12,900.00, bringing the total amount of such funds to \$46,930.00.

*Approved by*  
*J.C. LeBelle*

*Finance Commissioner*

Attach. 1

**INFORMATION PREVIOUSLY DISTRIBUTED**  
TO BE LISTED ON CORPORATE  
SERVICES AND ECONOMIC DEVELOPMENT  
COMMITTEE AGENDA - 07 March 2000

**SUMMARY OF PETTY CASH AND CHANGE FUNDS**

<u>Department</u>	<u>Type</u>	<u>Amount</u>	
		\$	
	<b>REGION</b>		
Chief Administrative Officer	Petty Cash Fund	400.00	
Environment & Transportation	Petty Cash and Change Funds	3,300.00	
Finance	Petty Cash and Change Funds	1,200.00	
Health	Petty Cash and Change Funds	1,410.00	
Homes for the Aged	Petty Cash Fund	1,300.00	
Information and Public Affairs	Petty Cash and Change Funds	200.00	
Legal	Petty Cash	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	1,500.00	
Regional Police	Petty Cash and Change Funds	63,500.00	
Social Services	Petty Cash	<u>2,600.00</u>	76,385.00
	<b>OC TRANSP</b>		
Corp. Security & Risk Mgmt.	Petty Cash	350.00	
Equipment Vehicles	Petty Cash	1,400.00	
Finance & Administration	Petty Cash	13,950.00	
General Manager	Petty Cash	300.00	
Human Resources	Petty Cash	300.00	
Marketing Customer Service Ctre	Petty Cash and Change Funds	28,530.00	
Marketing	Petty Cash	1,500.00	
Transportation	Petty Cash	<u>600.00</u>	<u>46,930.00</u>
			<u>123,315.00</u>