

Living Hope Christian Church Policy

Title: Petty Cash Custodian

Policy Number: FI.5

Approved Date: April 24, 2021

Approved by: Board

Purpose:

To define the role and responsibilities of a Petty Cash Custodian.

A. Qualification:

1. The Petty Cash Custodian should have or be able to develop a familiarity with church
2. He/She must have a tenure of 2 years membership with good standing.

B. Selection: The Petty Cash Custodian will be appointed by the Board

C. Accountability: The Petty Cash Custodian reports to the Treasurer.

D. Tenure: This position shall be reviewed annually.

E. Duties: The Petty Cash Custodian's responsibilities include but are not limited to the

1. Issues cash payment of not over \$100. per payment request for ministry expenses
2. Records all petty cash transactions.
3. Accomplishes Petty Cash Liquidation Report
4. Makes request for petty cash replenishment