

2/5/13 Research Results - Petty Cash

Do you keep petty cash in your office or, in the case of larger PHAs, at management sites? If so, what amount?

NO PETTY CASH – 28 PHAs

\$25 – 2 PHAs

\$50 – 14 PHAs

\$60 – 1 PHA

\$75 – 3 PHAs

\$100 – 15 PHAs

\$125 – 1 PHA

\$150 – 3 PHAs

\$200 – 4 PHAs

\$250 – 2 PHAs

\$300 – 2 PHAs

\$450 – 1 PHA

\$550 – 1 PHA

Comments

at the sites is \$200.00; at the main office \$300.00.

petty cash is kept in the office in \$100 increments for the properties. It is requested and a receipt is submitted after purchase.

We keep \$50 in petty cash in our office, mostly for mailing oversized envelopes and certified letters. Usually only have to replenish every other month.

we keep a 25.00 petty cash with a log sheet. This is to buy little things with.

We have a bank bag that has a petty cash account of \$50.00. It's kept in the office during the day and at the manager's home after hours.

We keep 25.00 in office for package mailings mostly (keep receipts for everything)

We do keep petty cash mostly for postage \$100

We have two people who have small PC fund of \$100 each.

we keep our Petty Cash at the Central Office and the Administrative Assistant is responsible for the disbursement and we maintain \$150.00 per program in the locked area.

We are allowed \$300.00 but we keep \$200.00

The Finance Director keeps \$200 petty cash on hand available for small purchases.

From \$100 to \$175 depending on the site

100 Petty Cash; \$50 Change for Laundry Machines.

Yes, \$250.00 for Low-rent and \$100.00 each for 2 Section 8 New programs. We're able to make change easier this way.

We keep a \$200 petty cash fund. Only used if not feasible to pay by check. Maintained by admin and reconciled every time it is replenished by accounting clerk. Waco – Petty cash Central Office \$200.....Section 8 field office: \$100.....no petty cash at the sites.