



1-L Petty Cash Questions

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Debugger

1. There are written procedures for the petty cash system

2. What is the authorized level for the petty cash account?

3. The total of petty cash receipts and cash on hand equals the total amount of petty cash allowed.

4. Timely reconciliations are being performed for petty cash.


5. Reconciliations of petty cash are reviewed and approved by someone other than the custodian.

6. The cash recipients sign for the receipts of petty cash.


7. There is adequate documentation such as a cash register or store

receipt for all petty cash received.


8. The purpose for withdrawal of petty cash is clearly stated.

9. All of the petty cash disbursements allocated to WIOA are allowable WIOA costs.

10. The written procedures for petty cash are adhered to.

Summary: