**Welcome to New Life Church Online Petty Cash Statement – Steps - Training Notes:**

* Step by Step
* Forms –
	+ Petty Cash Statement Report
	+ Yellow Purchase Order
	+ Receipts
* Petty Cash Guidelines

+ All Petty Cash statements and purchase transactions within the month are submitted no later than the 4th of the following month.

+ Petty Cash - Is intended to cover small purchases of an immediate nature.

+ Reimbursements - If a gift from the Fellowship/Benevolence the fund must be signed by recipient as proof of receipt of funds.

+ Contract -Labor expenses ***should not*** be paid with petty cash.

+ Yellow Purchase Order – Is required with all purchases authorized, signed, & receipts attached.

+ Expense - Over 200.00 must be approved by Pastor and should not occur w/o receipt/invoice or approving authority’s signature.

+ Backup – All purchase orders/receipts are to be sent in a separate envelope to CS office to the attention of AP in Finance.

+Total of Cash & PO - Make sure the statement is reconciled and totals balance.

+ Email – All the completed excel statement (only) are emailed to Central Services.

+ Complete

* Petty Cash Statement - Entries

+Date –Enter month of the report

+Beginning – Enter total cash

+ Period End Date – Enter date

 +Location – Enter location

* Step 1 -

 +Count Cash Remaining in Petty Cash

 +Cash Bills – Enter the quantity of bills

 +Cash Coins – Enter the quantity of coins

 +Tips: (Double count cash if necessary)

 +Total Cash on hand -Enter (sum) total cash on hand here,

* Step 2 -

+Total Yellow Purchase Orders Paid

+Calculate -The total purchase receipts

+ No.# -The # of purchase orders ready to turn in (w/receipts)

+ Total – Enter subtotal of purchase orders here

+ Tip: (Paper clip all Yellow purchase orders with each receipts)

* Step 3 -

+Add Total Remaining Cash and Total Purchase Orders (reconciled)

+Total Cash on Hand – Enter (sum) cash on hand here.

+Total Yellow Purchase Orders – Enter (sum) purchases orders here

+Total of Cash & PO’s – Excel sheet should calculate the Subtotal here.

+Beginning Balance -Excel sheet should *calculate and match the beginning balance*

+Shortage/Overage -Balance should be $0 zero

+Report is ready to be submitted

* Statement = Completed
* Approvals – Due an overview of the expenses, approvals, and the details.

**Final Step - Submit your Petty Cash Statement by email to Central Service by the 4th of the following month and Yellow Purchase Orders and Receipt must be sent in a separate envelope, along with your tide and offering bag.**