

# Petty Cash Internal Control Certification

Agency Name \_\_\_\_\_  
Agency Number \_\_\_\_\_  
Approved Amount \_\_\_\_\_  
FY Audit Performed \_\_\_\_\_

Petty Cash Fund Number \_\_\_\_\_  
Custodian \_\_\_\_\_  
Location \_\_\_\_\_

1. An Application to Establish or Dissolve a Fund (Form C-68) and the Survey of Need for a Petty Cash Fund has been completed and filed with the State Comptroller's Office.
2. The custodian presently in-charge of the fund is the same as the individual listed above. Also, the amount of the fund agrees with the amount authorized by the State Comptroller's Office and indicated above. (See Item 17).
- 3.\* A Petty Cash Usage Report (Form C-18) has been timely filed with the State Comptroller's Office for a fund exceeding \$100.
- 4.\* A fund which exceeds \$100 is turning over approximately six times during the calendar year.
- 5.\* The petty cash fund, if maintained in a bank or savings and loan association or trust company is maintained in a federally insured organization.
- 6.\* The cash-on-hand or in the bank plus the vendor's invoices/petty cash vouchers plus reimbursement vouchers in transit equals the authorized amount of the petty cash fund.
- 7.\* The fund is kept separate and apart from daily receipts and other authorized petty cash funds.
- 8.\* Someone other than the custodian approves reimbursements to the fund.
- 9.\* The bank has been notified, in writing, not to accept checks payable to your Agency.
- 10.\* Cash advances were not made from the fund. Also, no personal checks were cashed by the fund.
- 11.\* Payments for \$100 or more are not being made from the fund, and there is not stringing of payments to avoid normal voucher processing.
- 12.\* Payments from the fund are restricted to award and grant and conventional operational line items purposes.
- 13.\* All expenditures from the petty cash fund paid during the current fiscal year are reimbursed before the end of lapse period.
- 14.\* Vendor invoices or statements are secured for each expenditure showing date, amount, description of the purchase (or a petty cash voucher with same information) and retained in a petty cash file.
- 15.\* A petty cash fund which is maintained in whole or in part in a checking account is reconciled monthly with the bank statement.
16. Someone other than the custodian maintaining the fund reconciles the fund monthly.
17. All changes made to the custodianship and location of the petty cash fund are reported to the State Comptroller's Office using the Change of Custodianship form (C-85).
- 18.\* The cash on hand never exceeded \$100 at anytime.
- 19.\* The reimbursement checks for the fund are made payable to the custodian.
- 20.\* There is a notation of payment made on the face of the vendor invoices to prevent reuse of the invoices.
- 21.\* All expenditures from the petty cash fund can be traced to either an employee who approved payment or to the recently purchased asset for verification as to the validity of the transaction.
22. The petty cash fund checkbook and/or cash is properly safeguarded during and after working hours.
23. Audits of the cash fund are done by someone independent of the fund and are on file in the administering agency.
- 24.\* If 1099 reportable payments are made from the fund, 1099 forms are issued.
- 25.\* If 1099 information returns are issued, they are issued using the agency's own payer's federal identification number.

I certify that the above petty cash internal controls are in effect or remedies have been made to correct deficiencies noted.

\_\_\_\_\_  
(Independent Person Authorized by Agency)

\_\_\_\_\_  
Date