



Nunavut Tunngavik Inc.

PETTY CASH POLICY

*Approved by the Board of Directors in January 1997
Last Amended in September 2009*

I. PURPOSE

NTI recognizes the need to have a Petty Cash Account in each office to cover small immediate expenses. Each office has been provided with a Petty Cash Cheque Book, Bookkeeping Spreadsheet and Petty Cash Signing Authority List.

II. PROCEDURAL REQUIREMENTS

(a) Proper Documents and Authorization

Before a petty cash cheque is issued, a completed Cheque Requisition or invoice must be completed along with appropriate back-up and signature approval by departmental directors or more senior employee.

(b) Issue Cheque

Once a Cheque Requisition or invoice is complete and approved, a petty cash cheque may be written. The cheque must be signed by two signatories listed on the Signing Authority List.

(c) Photocopy Cheque

A photocopy of the cheque shall be made and attached to the Cheque Requisition or invoice and back-up documents.

(d) Update Bookkeeping Spreadsheet

Cheque data information shall be entered on the Bookkeeping Spreadsheet, ensuring all fields are completed.

(e) Fax Cheque Requisition and Cheque Copy

A copy of the cheque and complete back-up documents shall be faxed or emailed to the Finance Department immediately.

(f) Send Originals

The Bookkeeping spreadsheet and the original Cheque Requisition or invoice with back-up documents and cheque copy shall be emailed, to the Finance Department through the internal mail service.

III. RESPONSIBILITIES**(a) Administration of Petty Cash Account**

The following persons are responsible for administering and monitoring the Petty Cash account in each office:

Location	Position
Cambridge Bay, NU	Office Administrator
Iqaluit, NU	President/CEO Executive Secretary
Ottawa, ON	Designated Office Manager
Rankin Inlet, NU	Senior Finance Clerk

The responsibilities include but are not limited to:

- Petty Cash Cheque Book;
- Bookkeeping;
- Ensuring proper back-up is provided; and
- Documents are faxed immediately to Finance Department.

(b) Petty Cash Supervision

The following persons are responsible for supervising the administration of Petty Cash Account in each office:

Location	Position
Cambridge Bay, NU	Director of Lands and Resources
Iqaluit, NU	Chief Executive Officer
Ottawa, ON	Chief Financial Officer
Rankin Inlet, NU	Director of Finance

It is the responsibility of the above persons to ensure that the Petty Cash is being administered effectively and that the Petty Cash Policy is followed.

(c) Responsibility of Petty Cash Accounting

The Finance Department shall be responsible for Petty Cash accounting, which includes:

- Ensuring Petty Cash process adheres to policy and Generally Accepted Accounting Principals;
- Reconciling monthly petty cash bank statements;
- Annual Audit of petty cash account;
- Receiving monthly bookkeeping spreadsheets;

- Receiving Cheque Requisitions with appropriate back-up that was faxed/emailed and mailed;
- Depositing funds to maintain a positive balance in each petty cash account;
- Entering petty cash cheques into automated accounting system; and
- Following proper filing practices for petty cash accounts.

The Director of Finance shall be responsible for overall Petty Cash Accounts and for ensuring that the petty cash policy is adhered to by each office location.

IV. CHEQUE SIGNING AUTHORITY

Each petty cash cheque issued requires two authorized signatures from the Petty Cash Signing Authority List.

From time to time, the Finance Department shall review and update the Petty Cash Cheque Signing Authority List and send a copy upon completion to those responsible for the Petty Cash Administration and Supervision.

V. AUTHORIZED EXPENSES

The petty cash is meant to be used only for immediate payment of small expenses such as:

- Express envelopes
- Vehicle Registration
- Employee Reimbursements (under \$100.00)
- Artwork Purchases (under \$300.00)

The following types of payments are not authorized for payment from the Petty Cash Account:

- Casual wages (e.g. temporary labourer(s) hired to move items)
- Travel Advances
- Employee Reimbursements (\$100.00 and over)
- Travel Claims
- Honoraria
- Artwork Purchases (\$300.00 and over)
- Invoice payments

These types of payments are subject to special reporting requirements, verification process and taxes. These payments shall be made directly by the Finance Department.

VI. EMERGENCY CIRCUMSTANCES

There may be certain circumstances listed under "Expenses Not Authorized" where a petty cash cheque must be issued on an emergency basis. In these cases, a request to the Finance Department shall be made before a cheque is issued. Finance shall then review and send notice of approval or rejection.

(Last Amended in September 2009)