



Petty Cash Management & Reimbursement Policy

The charity will wherever possible avoid any cash transactions, always using the Big Fish Ministries debit card to make unscheduled transactions so they can be accounted for directly on the accounts.

Where this is not possible, the total amount of petty cash shall not exceed £50.00 per calendar month, any money taken from the Big Fish Account for this purpose will be allocated on the statement under “Petty Cash” and this will be used to reimburse any volunteers or staff for out of pocket expenses incurred during the execution of their duties, once they have provided sufficient evidence of expenditure, e.g. receipts.

Amended April 2019, by C. Rolfe, Compliance Officer