



Upper Great Southern Family Support Association Inc

Procedure for the use of **PROGRAM MONEY**

Date Adopted: July 2008

Date Last Revised: 26th of June 2012

Next Review Date: June 2013



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PROGRAM MONEY

Upper Great Southern Family Support Association (UGSFSA) will approve the use of a Program Money floats to assist in the operations of UGSFSA's activity programs. Such floats must be used responsibly by staff and should not replace proper financial planning and procedures.

Provision of Program Money Floats

There will only be one float for all programs.

The maximum cash amount to be applied to the program money float will be \$300.00. The program money float will be used only for the purchases for the goods / items necessary for the service delivery of each individual program.

Management of Floats for each Program

Staff must exercise all care in the use and storage of the program monies.

The float must be kept in in the safe at all times.

The recording of the use of the program's monies will be through the use of program cash vouchers.

Staff members

1. Complete a program cash voucher;
2. Attach the receipt to the voucher;
3. Sign and date the voucher
4. Record the transaction in the register;

Service Co-ordinator

1. Monitoring the use of the float;
2. Ensuring that the float is balanced at least weekly;
3. Resolving any discrepancies or errors uncovered through float balances.

Chief Executive Officer

1. Review Program Register monthly to ensure correct use of the float
2. Reconcile monies with Bank Statements monthly
3. Undertake monthly audit on program vouchers and receipts

Note: Breaches of this Policy will lead to disciplinary action and/or possible termination of employment.

REVIEW OF THE POLICY

This policy will be reviewed on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.