

**Tri-County Community Council, Inc.  
Head Start/Early Head Start**

**Part: 1302 Program Operations**  
**Subpart: J-Program Management and Quality Improvement**  
**Section: 1302.101 Management System**  
**Subject: Petty Cash**

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**Policy:**

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start that petty cash procedures will be followed as outlined in the Tri-County Community Council, Inc.'s Financial Policies and Procedures.

**Procedure:**

1. The petty cash fund shall be maintained with the total allocated fund amount balanced at all times either in cash or a combination of cash and voucher receipts. Each person responsible for petty cash will total his or her petty cash account at least weekly to ensure it is balanced at all times.
2. These funds are subject to audit at any time by the Head Start/Early Head Start Director and/or the bookkeeping department. Personal loans shall not be made from the petty cash fund.
3. The following petty cash funds are authorized to Head Start/Early Head Start by the Agency:

a. Head Start/Early Head Start Administration	\$50.00
b. Westville Head Start/Early Head Start	\$65.00
c. Walton Head Start/Early Head Start	\$65.00
d. Chipley Head Start/Early Head Start	\$40.00
e. Early Head Start	\$40.00
4. Allowable expenses totaling \$10.00 or less will be paid from petty cash as necessary.
5. Reimbursement of petty cash will be made only upon the presentation of an itemized voucher approved by the Head Start/Early Head Start Director.