Purpose:

The purpose of our petty cash float is to act as a courteous service for our clients. Typically a petty cash is a small amount of money kept on hand to cover smaller incidentals.

- Provincially, a petty cash has been set up and is used only to keep cash on hand for change given when guests are purchasing merchandise, paying for registration fees, etc. and is not to be used for actual purchases. The amount of petty cash is not to exceed $100.00.

- Regionally, there are NO petty cash floats. The reason for this is to protect the Region from any unauthorized or non-receipted purchases.

- A float for an event is allowable both Provincially and Regionally, and is not considered a petty cash float. An event float is used on a one time basis and is considered part of the event's expenses.