

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	CASH COUNT-PETTY CASH FUND	Ref. No.
DEPARTMENT :	OPERATIONS SUPPORT DEPARTMENT	OPS 16-01-045
TO :	REGIONAL MANAGER, AREA MANAGER, BRANCH MANAGER, CASHIER	January 11, 2016

**OBJECTIVE**

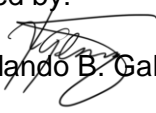

- 1. To ensure that the branch established Petty Cash Fund (PCF) are duly accounted.
- 2. To ensure that only legitimate and reasonable expenses are disbursed from the fund.
- 3. To establish existence of cash.

**POLICIES**

- 1. It is the responsibility of the branch manager and cashier to conduct cash count of the PCF on a daily basis at the end of the day.
- 2. The branch cashier must ensure that all disbursements or reimbursement in the PCF are posted in the Branch Monitoring System (BMS) and Petty Cash Fund Control Logbook.
- 3. Only legitimate and necessary expenditures shall be disbursed from the PCF with corresponding supporting documents.
- 4. Gasoline expense reimbursement for field work shall be covered by approved Daily Itinerary Report (DIR).
- 5. The mingling of PCF to other company funds is not allowed.
  - 5.1. A separate Cash Count Sheet for each established company's fund shall be made. The total Cashier's accountabilities shall be the total branch collections, total field collections already endorsed by field personnel and all company's funds under her custodianship.
- 6. Borrowing money for personal used in the PCF is prohibited and will be dealt with accordingly in accordance with Company Code of Discipline.

**PROCEDURES**

- 1. People Manager
  - 1.1. Request the Cashier for the cash box, containing the Petty Cash Fund (PCF) of the branch, all PCF Vouchers and supporting receipts; and PCF Control Logbook.
  - 1.2. Make sure that the Cashier has presented all the PCF Vouchers and other disbursements in the fund not yet covered by vouchers which are important in establishing her accountability.
- 2. Cashier
  - 2.1. Give cash box containing PCF to the manager upon request for cash count.
  - 2.2. Ensure that all disbursement or reimbursement in the PCF are posted in the PCF Control Logbook and properly supported.
- 3. People Manager
  - 3.1. Upon receipt, conduct cash count of branch PCF. It must be done simultaneous with all other funds being handled by the Cashier, including branch collections to check mingling of funds to cover-up shortages and establishing his total accountabilities at the time of the count.
  - 3.2. Count and reconcile cash using the Cash Count Sheet in the presence of the Cashier.
  - 3.3. Check mathematical accuracy and presentation of the PCF Control Logbook. It must show cumulative expenses per cut-off period to establish her accountability at any given time.
  - 3.3. Take note all cash and other cash items, including receipts and anything of value found in the PCF cash box.

Prepared by:  Rolando B. Galang	Approved by:  Richmond Ngan Executive Officer	Effective  January 2016	Page 1 of 3
--	---	-------------------------------	-------------

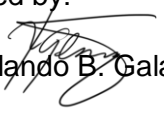

- 3.4. In case the cash count is being conducted by the Regional Manager or Area Manager, check whether the Branch Manager is conducting regular cash count of the fund.
- 3.5. Establish Cashier's accountabilities on the PCF;
  - 3.5.1. Determine the branch established Petty Cash Fund. This can be obtained from the PCF Section, Treasury Department.
  - 3.5.2. Check validity and authenticity of supporting documents of disbursement from the company's fund.
  - 3.5.3. Check for any alteration, especially in the amount and date of the supporting documents.
  - 3.5.4. Determine amount of reimbursement in transit, if any.
  - 3.5.5. Total cash on hand and totals disbursement; and reimbursement in transit, if any.
  - 3.5.6. Compare total amount from established company's fund and obtain explanation for any discrepancy.
- 5.8. Deduct total disbursements previously listed from the established PCF.
  - 5.8.1. The difference between the established PCF and total expenses or disbursement made by the branch is the Cashier's accountability which must tally with the total cash count.
  - 5.8.2. If there is any un-replenished reimbursement from the main office from previous cut-off period, it must be added in the current disbursement of the branch to determine the net accountability of the Cashier in the PCF.
  - 5.8.3. Check for any personal advances which are not allowed unless covered by an authority number.
- 5.9. Establish Cashier's accountabilities for other company's funds;
  - 5.9.1. Compare amount counted against established accountabilities of the Cashier.
  - 5.9.2. If the amount counted is less than the established accountabilities, discuss with Cashier and immediately request payment of the cash shortage.
  - 5.9.3. Whether shortages was paid or not at the time of the count; submit incident report to HR Department for issuance of Notice-to-Explain to Cashier; and/or issuance of preventive suspension if warranted.
  - 5.9.4. If the amount counted are more than the established accountabilities, immediately issue OR to cover the overages to be credited to branch Other Income. The "Payee" to be shown in the Official Receipt will be "Petty Cash Fund".
  - 5.9.5. Obtain explanation for all unusual items and differences and indicate in the "Remarks" portion how this has been substantiated.
- 5.10. Request Cashier to sign in the Cash Count Sheet in the appropriate portion of the count sheet to evidence return of fund.
- 5.11. Maintain Cash Count Sheet files for future reference.

## 6. Sample Transaction

Given:

6.1. Cash (bills & coins) 5,452.50

Denomination			
Bills	Quantity	Coins	Quantity
1,000.00	3	10.00	2
500.00	2	5.00	1
200.00	1	1.00	7
100.00	8	0.50	0
50.00	6	0.25	2
20.00	6		

Prepared by:  Rolando B. Galang	Approved by:  Richmond Ngan Executive Officer	Effective  January 2016	Page 2 of 3
--	---	-------------------------------	-------------

6.2. Total disbursements for the period;

Date	Amount
06/16/15	P 1,250.00
06/17/15	875.50
06/18/15	550.00
06/19/15	1,872.00

6.3. Established Petty Cash Fund P 10,000.00.

V8 Racer  
Dealer  
Lagro  
Branch

CASH COUNT SHEET

		Date : June 19, 2015	
Type of Fund:	Collection	<input type="checkbox"/>	PCF <input checked="" type="checkbox"/>
Bills	Quantity		Amount
1,000.00	3	x	3,000.00
500.00	2	x	1,000.00
200.00	1	x	200.00
100.00	8	x	800.00
50.00	6	x	300.00
20.00	6	x	120.00
10.00		x	
5.00		x	
			P 5,420.00
Coins			
10.00	2	x	20.00
5.00	1	x	5.00
1.00	7	x	7.00
0.50	0	x	
0.25	2	x	0.50
0.10	0	x	
0.05	0	x	
			P 32.50
Total Cash & Coins Counted			P 5,452.50
Total Cleared Checks			P 0.00
Total Collections/Fund Counted			P 5,452.50
Total Accountabilities			5,452.50
Overages/(Shortages)			P 0.00

I hereby certify that the above fund of P 5,452.00 was counted in my presence and the same was returned to me intact.

Armando Abuel	Diana Zuleta		
Branch Manager	Cashier/Account Counselor		
Accountabilities :	OR Series		
Name	From	To	Amount
Total Collections			