



MEMORANDUM

To: Finance and Administration Committee
Scott Niehaus, Village Manager

From: Timothy Sexton, Director of Finance

Date: April 5, 2021

Subject: Purchasing Policy Manual Update to Petty Cash

The Village's Purchasing Manual contains all of the Village's policies related to the procurement of goods and services and has worked well as a guide for Village employees.

Petty cash is audited quarterly by the Village's Accountant and a memo is provided to the Director of Finance and Village Manager with any findings. No significant findings have been reported.

Requested Update

Staff requests an update to the Purchasing Policy Manual, Section 2. Reimbursing Each Petty Cash Box, in order to reflect the current amounts and location of each box. The chart below depicts the maximum amount of petty cash allotted for each building by location/function.

Department/Location & Function	OLD PETTY CASH AMOUNT	UPDATED PETTY CASH AMOUNT
Village Hall*	\$ 3,500	\$ 3,500
Building Division	\$ -	\$ 200
Public Works	\$ 300	\$ 300
Police Administration	\$ 400	\$ 400
Police Training	\$ 400	\$ 400
Police Records - Adjudication	\$ 500	\$ 500
Police Records - Front Desk	\$ 1,200	\$ 800
Police Tobacco Grant	\$ 750	\$ -
Fire Station 2	\$ 300	\$ 300
Total	\$ 7,350	\$ 6,400

Staff is requesting the Finance and Administrations Committee's approval of the proposed change to the Purchasing Manual and recommendation to the Village Board of Trustees for their consideration.