

PETTY CASH FOR OFFICE COORDINATOR

1. The Office Coordinator is authorized to have up to \$50 (Fifty Dollars) cash on-hand in the Area Al-Anon office for general office supplies and expenses.
2. The Office Coordinator can obtain this money from the Area Treasurer.
3. The use of these funds is restricted to office supplies and expenses.
4. The Office Coordinator shall maintain a ledger reflecting when and for what purpose any such funds are utilized and shall retain receipts for items purchased or expenses incurred.
5. The petty cash shall be maintained in a safe location at the office.
6. The expense ledger and receipts shall be made available to the Area Treasurer or Area Chair upon request.
7. The petty cash authorization is subject to the overall budget cap for the office coordinator for the calendar year.
8. If problems or controversy ensues, this petty cash authorization can be rescinded by majority vote at an AWSC meeting.

Approval Date: September 27, 2014