

Robin Manuele

From: Harley Graime
Sent: Wednesday, August 18, 2021 12:21 PM
To: Robin Manuele
Subject: Re: Request

Dear Robin:

The Bristol CERT request a \$100.00 amount to use as a petty cash account. Various times we need to purchase small amounts of material or goods for immediate use, i.e. bottled water, gasoline for the generator, food for members on long assignments, supplies for meetings, etc., that do not lend themselves to writing a formal purchase order or charging with the credit card for reimbursement at stores or establishments that we do not have charge accounts.

CERT has a treasurer who keeps records of petty cash purchases/disbursements and purchase receipts which can be turned into the Comptroller's Office for review or replenishment.

Regards,

Harley Graime

EMD

From: Robin Manuele
Sent: Wednesday, August 18, 2021 12:11:38 PM
To: Harley Graime
Subject: Request

Harley-

Can you write a quick request as to why you need \$100 of Petty Cash? I'd like to include it with the Board of Finance agenda.

Thanks,
Robin

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PETTY CASH

Policy:

Petty cash accounts are used to accommodate small purchases as they are needed and approved by the Custodian of the Petty Cash account.

Procedures:

Establishing a Petty Cash Account

Petty cash accounts are imprest accounts. With the request of the departments and the approval of the Board of Finance, the City has established Petty Cash Funds as follows:

Board of Education	\$500
Bristol Burlington Health District	\$50
Building Department	\$200
City Clerk	\$700
Comptroller	\$100
Fire Department	\$100
Library	\$250
Parks & Recreation	\$125
Police Department	\$600
Public Works- Admin	\$250
Public Works- Transfer Station	\$100
School Lunch Program	\$975
Sewer Operating and Assessment Fund	\$50
Tax Office	\$1,000

The Board of Finance approves any further changes of the fund size, or any new accounts to be created. The fund should be reconciled and replenished monthly or sooner if funds are depleted.

August Agenda item - New Petty Cash Acct.
 for \$100
 for Harley Emergency Management
 team