



Village of Poplar Grove – Board Meeting Memo

Karri Miller

Collector

Subject: Adoption of Petty Cash Policy

1. Background:

The Village currently maintains a petty cash drawer for small, incidental operational expenses. While the fund has been in place, a formal written policy has not been previously adopted by the Village Board. In order to strengthen internal controls, provide clear procedures, and ensure compliance with standard municipal financial practices, a comprehensive Petty Cash Policy has been developed for Board consideration.

The policy establishes structured procedures for authorization, documentation, reconciliation, and replenishment of petty cash funds.

2. Current Status:

The proposed policy establishes the petty cash fund at a fixed balance of \$200.00 and sets a maximum single transaction limit of \$50.00 unless otherwise authorized by the Village President.

The policy requires:

- Monthly reconciliation by the Village Treasurer
- Monthly and post-disbursement drawer counts
- Documentation of all expenditures with original receipts
- Replenishment approval signed by the supervisor and approved by at least two of the following: Village Collector, Village Treasurer, and Village President

The policy has been drafted and is ready for Board review and formal adoption.

3. Fiscal Impact:

There is no additional fiscal impact. The policy formalizes procedures for the existing \$200 petty cash fund and strengthens internal financial controls.

4. Legal Review (if applicable):

This policy establishes internal administrative controls and does not require external legal review. However, it is structured to align with standard municipal financial oversight practices.

5. Recommendation:

It is recommended that the Village Board adopt the Petty Cash Policy as presented and assign a Resolution or Ordinance number for formal approval.

6. Supporting Documents (if applicable):

- Attached
- Not Applicable

Signature:

Village Collector

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