



**American Samoa Government**  
**Department of Public Works**  
**Federal Transit Administration**

**DIAL – A – RIDE (Program Income)**  
**Unannounced Cash Count**  
**and**  
**Follow-Up on Prior Audit Report**

June 23, 2022



**Territorial Audit Office**  
Tofa Sualauvi H. Su'a, Acting Director  
Report Number: 22-03



AMERICAN SAMOA GOVERNMENT  
TERRITORIAL AUDIT OFFICE  
Tolu Street - Lions Park  
Tafuna, Pago Pago, AS 96799



Hon. Lemanu P. P. S. Mauga  
Governor

Hon. Talauega E. V. Ale  
Lt. Governor

Tofa Sualauvi H. Su'a  
Acting Territorial Auditor

Liua T. Fatuesi  
Deputy Auditor

August 17, 2022

To: Honorable Lemanu P. P. S. Mauga  
Governor of American Samoa

From: Tofa Sualauvi H. Su'a, Acting Territorial Auditor  
Territorial Audit Office

**Subject: Dial A Ride Program – Follow-up Visit & Unannounced Cash Count on June 23, 2022**

Talofa Honorable Governor Lemanu,

The Territorial Audit Office (TAO) conducted a follow-up visit on last year's unannounced cash count with the Dial A Ride program to check on the enforcement of corrective actions implemented per recommendations. During this visit, TAO also performed a cash count to ensure that cash was deposited daily and intact as required under the ASG Treasury's Cash policies.

The results of our audit, along with recommendations for corrective actions and Dial A Ride's management responses, are included in this report. Furthermore, we are pleased that Dial A Ride management has implemented two out of four previous recommendations, only one remains to be implemented, and another one, for a Point of Sale – POS is still pending, awaiting Treasury's IT personnel implementation.

I acknowledge the assistance and cooperation of the Dial A Ride Program Manager Ms. Cathy Danielson, and Staff during this audit.

Ma le fa'aaloalo tele,

Tofa Sualauvi H. Su'a

cc: President of the Senate – Honorable Tuaolo Manaia Fruean  
: Speaker of the House of Representatives – Honorable Savali Talavou Ale  
: Lt. Governor – Honorable Talauega Eleasalo Vaalele Ale

## TABLE OF CONTENTS

---

	PAGE
Introduction/Background.....	1
Objective.....	1
Scope and Methodology.....	2
Current Cash Count.....	3-4
Follow Up On Prior Audit.....	4-5
Results.....	6
Exhibit A.....	7-8
Exhibit B.....	9-10
Exhibit C.....	11-14

## **I. Introduction/Background**

---

We conducted a follow-up review on prior audit report no.21-04, issued on February 8, 2021, at the Department of Public Works (DPW), Dial A Ride (DAR) grant program. Our review was based on DAR Program Income, which collects passenger fares for using the DAR service. There is a \$1.00 fare collected for every Rider per trip regardless of the distance. However, only one caretaker is allowed per rider and is free of charge. Any additional caretaker per rider is charged \$1.00 each. The bus driver scheduled is responsible for collecting fares and turning them into the office at the end of their shift.

Grantor authorizes the DAR Grant Program Income to allow fare collections to be retained as a funding source to support continued transit services.

The Dial-a-Ride service is provided by DPW Transit Division. This program receives funding from the Federal Transit Administration (FTA) of the U.S. Department of Transportation through grants administered by the Regional Transportation Authority.

The DAR service is only offered to seniors and persons with disabilities providing transportation for work, medical appointments, shopping, leisure, and family visits. Riders schedule trips in advance, and Dial-a-Ride vehicles provide curb-to-curb service from the rider's desired pick-up location to the drop-off destination. Dial-a-Ride is a shared-ride service.

DAR consists of thirteen (13) vehicles, ten (10) of thirteen are still operating, and three (3) are under maintenance. DAR receives monies per DAR member, which is one dollar per ride (i.e., a dollar from one location to location).

## **II. Objective**

---

The review is a follow-up to the "Cash Count Audit" report issued on February 08, 2021. The objective was to determine if DAR implemented previous audit recommendations.

The original audit objectives were to:

1. Determine the existence and adequacy of written cash collection policies and procedures.
2. Determine that DAR complies with the Department of Treasury's approved policies and procedures on cash collection.
3. Determine that cash and supporting payment records are safeguarded.
4. Determine that cash receipts and payment records are complete, accurate, and adequately documented, recorded, and deposited promptly.

### III. Scope and Methodology

---

The scope of the audit follow-up was June 6 to June 23<sup>rd</sup>, 2022.

Methodology:

1. Conducted an announced cash count on June 23<sup>rd</sup>, 2022.
2. Obtained and reviewed the transmittal letter and supporting documents whether deposits were made timely.
3. Obtained and reviewed expenditure and revenue reports for June 2022 and drivers' logs per shift.
4. Review existing cash collection policies and procedures.
5. Conduct inquiries and observations to understand the cash collection process.
6. Evaluate the physical security of cash collection funds.

**The audit was conducted in accordance with the Office of Inspector General (OIG), Standards for Internal Inspection and Evaluation (I&E), by the Council of the Inspectors General on Integrity & Efficiency (CIGIE). Accordingly, we performed tests of source documents, records, and other auditing procedures to obtain sufficient and appropriate evidence to support our findings and conclusions based on our audit objectives.**

#### **IV. Current Cash Count:**

---

We conducted an unannounced cash count on June 23, 2022; we counted a total cash collection of \$178.30 for the period of June 20 through 22, 2022; supported by (1) driver's daily log and (2) DAR monthly Petty Cash Report, i.e., the Revenue and Expenditure report.

- Based on our observation, DAR has a safety cash vault to safeguard their assets and security cameras facing directly to the vault and personnel in charge of handling cash.



#### **FINDING No.1 - PETTY CASH FUND HAS NOT BEEN SETUP**

Daily monies collected from DAR members were used daily on operating expenditures. Monies received from DAR are not considered petty cash. Petty cash funds should be approved by Treasury and adhere to proper guidelines issued by Treasury (refer to Exhibit A).

#### **RECOMMENDATION**

Management should apply to the Treasurer for petty cash and be approved by the Treasury to set aside funding from the grant for petty cash. Petty cash approved should be used appropriately on expenses relating to the program. Proper standard operating procedures should be in place to outline the appropriate use of petty cash.

#### **FINDING No.2 – CASH COLLECTION NOT DEPOSITED DAILY**

Our cash count shows that cash collection by DAR is not deposited to ASG Treasury Revenue daily but on a weekly basis.

***The ASG Treasury Cash Policy under section 1.8 states, “all deposits should be made daily and intact – no cash should be retained or expended” When monies are held on a more extended basis, it could result in potential misuse of funds. Proper reconciliation is necessary to ensure record keeping is accurate and complete. See reconciliation sample below;***

### Reconciliation Summary

Petty Cash Report – June	Amount
Actual Cash Collected	\$2,101.00
Actual Expenditures (vehicle maintenance & office supplies)	\$878.83
Actual Deposits to Revenue Office	\$1,043.88
<b>Difference</b>	<b>\$178.29</b>
Actual Cash on hand (June 23 <sup>rd</sup> , 2022)	\$178.29
Reconciled	Nil

#### RECOMMENDATION

Management should adhere to the ASG Treasury cash policy to provide accountability amongst the staff and comply with internal cash handling policy, i.e., to make deposits daily to the Revenue office.

#### FINDING #3: INCONSISTENT DATA ENTRY

The Petty Cash Report, i.e., revenue and expenditure report, are inconsistent. For instance, the dates are not in a sequence that reflects the invoice date per transaction and are not posted timely (refer to Exhibit B). The cash column is not totaled per week to reflect the actual monies received before preparing the transmittal letter. Insufficient data leads to a limited audit trail and results in inefficiency.

#### RECOMMENDATION

We recommend data entry information be consistent in formatting, and actual cash collected per week or month should be accounted for transparency before spending it on operating expenses. Proper reconciliation is necessary to verify adequate information is reliable.

### V. Follow-Up on Prior Audit Report No. 21-04:

#### FINDINGS:

1. A total of \$548.55 unreasonable cost was questioned and presented in a table under the results section of the report.

**Recommendation:** Management should establish clear and specific cost allocations that are allowable for operating and non-operating costs eligible under grant conditions.

**Follow-up result:** Considered implemented, our review shows funds are used for operational costs – (vehicle maintenance) related to Transit Operations.

2. We determined that daily deposits were not made or discontinued. Although it was permitted to use the local revenues from fare collections for expenses and immediate needs, the Treasury

analyst confirmed that these collections must be deposited daily with the Revenue Office. Once those local funds are available, they can be expended through the normal accounts payable voucher process, which automatically takes care of the accountability of additional revenues and expenses and shifts the payment approval process to the Budget Office and Treasury officials rather than DAR personnel. This will also address the issues in Finding #1, where DAR revenues were used for unallowable costs and personal expenses.

**Recommendation:** Management should establish a set petty cash amount from fare collections to be utilized only for transit operation services, with remaining funds to be deposited to Revenue for Program Income expenses.

**Follow-up result:** Considered not yet implemented. Our review shows that the Petty Cash Fund has not been set up for this program, and deposits are made weekly to the Revenue's division.

3. No written cash policies and procedures have been established for DAR cash collections. As required by FTA for each state's role in program administration. The SMP is to document the state's procedures.

Based on our interview, we found weaknesses in Internal Controls not completing this specific requirement that was also confirmed with FTA 2017 State Management Review SMP being outdated and incomplete.

**Recommendation:** Furthermore, the accounting personnel refrain from using their current running balance format report but use a simpler format (more straightforward) to accurately separate fare collections and expenses for monthly records.

**Follow-up result:** Considered implemented. Our review shows that DAR management submitted written Internal Cash handling procedures – DPW Transit Division.

4. After a thorough review reconciliation of DAR fare collections and expenses, we noticed a discrepancy in the totals for the running balance in the daily cash sheet from December 2020 to January 2021. Consequently, after our calculated analysis, we found a total of \$193.84 cash that is unaccounted for.

Our unaccounted cash count for fare collections and expenditures receipts confirmed an overage of \$215.25

**Recommendation:** Management should establish precise cash collection and expense written policies and procedures that work in conjunction with ASG Treasury Department and FTA State Management Pan requirements.

**Follow-up result:** Considered Implemented (same as no.3 above)

5. Install a Point of Sale (POS) system to streamline the cash collection process immediately as the turn-ins are received and recorded for each Van at their Tafuna site at the end of each day shift.



**Follow-up result:** Consider pending due to ASG still in a process of developing this system.

## **VI. Results**

---

During the cash count, we found that the DAR program did not implement two of the five recommendations from the original cash count, which is to set up a petty cash system (to be read in conjunction with finding no.1; refer to exhibit B) and performed daily deposits to the Revenue office (refer to finding no.2).

Another finding discovered during our visit is the unorganized data entry on the “Petty Cash Report” used to record daily revenues and expenditures (to be read in conjunction with finding no.3).

Accountability and transparency are critical when handling cash. Accurate reporting and proper documentation are crucial to any financial record keeping.

**Please see Exhibit C for Dial-a-Ride Management’s response.**



**OFFICE OF THE GOVERNOR  
AMERICAN SAMOA GOVERNMENT**

April 27, 2022

**GENERAL MEMORANDUM NO. 049 – 22**

To: Directors and Agency Heads  
From: Governor of American Samoa  
Subject: Petty Cash System

A solid petty cash system provides an efficient means of making payments for unexpected, non-routine, incidental, or small expenses. A lack of a petty cash system has hampered government operations. Recognizing the need to balance the efficiency and convenience of a petty cash system with the need to protect against waste, fraud, and abuse of public funds, departments and agencies may receive approval from the ASG Treasurer to establish a petty cash reimbursement account upon satisfaction of the following conditions.

1. Adopting a written petty cash standard operating procedures that is approved by the Treasurer.
2. Maintaining and demonstrating strict compliance with the department's or agency's own approved petty cash standard operating procedure.
3. Submitting monthly reports to the Treasurer and Territorial Audit Office on the use and status of petty cash reimbursement funds on forms provided by the Treasurer.
4. Submitting to inspection and audit by the Territorial Audit Office at any time without notice.
5. Completing a satisfactory annual audit of petty cash funds and related records.
6. Restricting use of petty cash funds solely for the purchase of goods and services for official government functions.
7. Restricting the source of petty cash funds to appropriated funds approved by annual budget allocations every fiscal year.

The Treasurer may approve a department or agency for up to \$2,000 in petty cash funds, based on written justification from the requesting department or agency for the requested amount.

All departments should minimize the need for use of petty cash by proper planning for equipment maintenance and sustainment and other regularly occurring needs. This program is not intended to replace the regular procurement process.

Employees who violate this General Memorandum or an approved petty cash standard operating procedure are subject to restitution and disciplinary proceedings which may result in action up to

and including termination of employment. Departments or agencies who allow violations of their petty cash standard operating procedures shall have their petty cash system immediately revoked.

This memorandum supersedes the letter from Governor Lolo M. Moliga dated April 8, 2013 (Serial# 361).



LEMANU P. S. MAUGA  
Governor

EXHIBIT B – PETTY CASH REPORT – JUNE 2022

PETTY CASH REPORT - MONTH OF JUNE 2022

DATE	CASH	INV. NO.	VENDOR	EXP&REV	RUNNING	
					EXP&REV	BAL
	\$ -				\$ -	
5/31/2022	\$ -	FARE COLLECTION	5/30/2022 - MONDAY	\$ 82.00	\$ 82.00	
5/30/2022	\$ 82.00	23	NWSS	\$ (30.00)	\$ 52.00	GAS FOR PW75 - ELTON
5/30/2022	\$ 52.00	29	NWSS	\$ (30.00)	\$ 22.00	GAS FOR PW85 - DONNY
6/1/2022	\$ 22.00	FARE COLLECTION	5/31/2022 - TUESDAY	\$ 94.00	\$ 116.00	
5/31/2022	\$ 116.00	3	AWSS	\$ (20.00)	\$ 96.00	
6/2/2022	\$ 96.00	FARE COLLECTION	06/01/2022 - WEDNESDAY	\$ 109.00	\$ 205.00	
6/1/2022	\$ 205.00	178152	NAPA SAMOA	\$ (15.00)	\$ 190.00	GREASE FOR PW79
6/1/2022	\$ 190.00	98706	TRIPLE S GAS STATION	\$ (40.00)	\$ 150.00	GAS FOR PW80
6/1/2022	\$ 150.00	8	AWSS	\$ (20.00)	\$ 130.00	GAS FOR PW81
6/1/2022	\$ 130.00	20	MORRIS SCANLAN	\$ (20.00)	\$ 110.00	GAS FOR PW84 - VELE
6/3/2022	\$ 110.00	FARE COLLECTION	6/02/2022 - THURSDAY	\$ 95.00	\$ 205.00	
6/2/2022	\$ 205.00	302	CS TIRE REPAIR & CAR SERVICES	\$ (10.00)	\$ 195.00	TIRE CHANGE FOR PW79
6/6/2022	\$ 195.00	FARE COLLECTION	6/03/2022 - FRIDAY	\$ 118.00	\$ 313.00	
6/3/2022	\$ 313.00	15	ALAMAI GAS STATION	\$ (20.00)	\$ 293.00	GAS FOR PW85 - KURESA
6/3/2022	\$ 293.00	23	AWSS	\$ (20.00)	\$ 273.00	GAS FOR PW75 - OPETA
6/3/2022	\$ 273.00	163793	NUUULI SERVICE STATION	\$ (40.00)	\$ 233.00	GAS FOR PW82 - ELTON
6/3/2022	\$ 233.00	5046057	SAMOA MOTORS	\$ (198.98)	\$ 34.02	
6/6/2022	\$ 34.02	FARE COLLECTION	6/04/2022 - SATURDAY	\$ 71.00	\$ 105.02	
6/4/2022	\$ 105.02	98729	TRIPLE S GAS STATION	\$ (20.00)	\$ 85.02	GAS FOR PW81 - MARTHA
6/4/2022	\$ 85.02	163819	NUUULI SERVICE STATION	\$ (20.00)	\$ 65.02	GAS FOR PW82 - LAHANA
6/6/2022	\$ 65.02	ASG DEPOSIT	ASG TREASURY	\$ (65.02)	\$ -	
6/7/2022	\$ -	FARE COLLECTION	06/06/2022 - MONDAY	\$ 113.00	\$ 113.00	
6/6/2022	\$ 113.00	41	AWSS	\$ (10.00)	\$ 103.00	GAS FOR PW75 - OPETA
6/6/2022	\$ 103.00	259	CS TIRE REPAIR & CAR SERVICES	\$ (40.00)	\$ 63.00	TIRE REPAIR FOR PW83 (ALL 4 TIRES)
6/8/2022	\$ 63.00	FARE COLLECTION	06/07/2022 - TUESDAY	\$ 105.00	\$ 168.00	
6/9/2022	\$ 168.00	FARE COLLECTION	06/08/2022 - WEDNESDAY	\$ 130.00	\$ 298.00	
6/10/2022	\$ 298.00	FARE COLLECTION	06/09/2022 - THURSDAY	\$ 103.00	\$ 401.00	
6/9/2022	\$ 401.00	10	MORRIS SCANLAN	\$ (20.00)	\$ 381.00	GAS FOR PW81 - LAHANA

6/9/2022	\$ 401.00	10	MORRIS SCANLAN	\$ (20.00)	\$ 381.00	GAS FOR PW81 - LAHANA
6/11/2022	\$ 381.00	FARE COLLECTION	06/10/2022 - FRIDAY	\$ 99.00	\$ 480.00	
6/11/2022	\$ 480.00	11494	LOTE TIRE REPAIR & SERVICE	\$ (10.00)	\$ 470.00	CHANGE TIRE FOR PW79
6/13/2022	\$ 470.00	FARE COLLECTION	06/11/2022 - SATURDAY	\$ 64.00	\$ 534.00	
6/13/2022	\$ 534.00	ASG DEPOSIT	ASG TREASURY	\$ (534.00)	\$ -	
6/14/2022	\$ -	FARE COLLECTION	06/13/2022 - MONDAY	\$ 111.00	\$ 111.00	
6/13/2022	\$ 111.00	34	MORRIS SCANLAN	\$ (40.00)	\$ 71.00	GAS FOR PW75 - MARTHA

6/13/2022	\$ 71.00	E7752012	CBT WAREHOUSE TAFUNA	\$ (5.00)	\$ 66.00	TAPE FOR MECHANICS
6/15/2022	\$ 66.00	FARE COLLECTION	06/14/2022 - TUESDAY	\$ 116.00	\$ 182.00	
6/14/2022	\$ 182.00	310	CS TIRE REPAIR & CAR SERVICES	\$ (20.00)	\$ 162.00	2 TIRE CHANGES FOR PW64
6/16/2022	\$ 162.00	FARE COLLECTION	06/15/2022 - WEDNESDAY	\$ 118.00	\$ 280.00	
6/15/2022	\$ 280.00	31	NWSS	\$ (30.00)	\$ 250.00	GAS FOR PW81 - SA/JOE
6/17/2022	\$ 250.00	FARE COLLECTION	06/16/2022 - THURSDAY	\$ 100.00	\$ 350.00	
6/16/2022	\$ 350.00	45245	A&T SERVICE STATION & TIRE REPAIR	\$ (20.00)	\$ 330.00	GAS FOR PW82 - TALA
6/16/2022	\$ 330.00	5046199	SAMOA MOTORS	\$ (17.14)	\$ 312.86	CAP ASY FOR PW80
6/18/2022	\$ 312.86	FARE COLLECTION	06/17/2022 - FRIDAY	\$ 103.00	\$ 415.86	
6/17/2022	\$ 415.86	50	MORRIS SCANLAN	\$ (40.00)	\$ 375.86	GAS FOR PW81 - SA
6/21/2022	\$ 375.86	FARE COLLECTION	06/18/2022 - SATURDAY	\$ 69.00	\$ 444.86	
6/21/2022	\$ 444.86	ASG DEPOSIT	ASG TREASURY	\$ (444.86)	\$ -	
6/22/2022	\$ -	FARE COLLECTION	06/20/2022 MONDAY	\$ 79.00	\$ 79.00	
6/23/2022	\$ 79.00	FARE COLLECTION	06/21/2022 - TUESDAY	\$ 101.00	\$ 180.00	
6/21/2022	\$ 180.00	5046221	SAMOA MOTORS	\$ (47.71)	\$ 132.29	
6/23/2022	\$ 132.29	FARE COLLECTION	06/22/2022 - WEDNESDAY	\$ 121.00	\$ 253.29	
6/23/2022	\$ 253.29				\$ 253.29	
	\$ 253.29				\$ 253.29	

Exhibit B – CON'T

Source: Petty Cash Report – June

SUMMARY

<b>Petty Cash Report – June</b>	<b>Amount</b>
Actual Cash Collected	\$2,101.00
Actual Expenditures (vehicle maintenance & office supplies)	<del>\$878.83</del>
Actual Deposits to Revenue Office	<del>\$1,043.88</del>
<b>Difference</b>	<b>\$178.29 (Actual monies on hand on June 23, 2022)</b>

EXHIBIT C – MANAGEMENT’S RESPONSE



**AMERICAN SAMOA GOVERNMENT**

**Department of Public Works**  
Tafuna Industrial Park, DPW Complex  
Pago Pago, American Samoa 96799  
Tel: (684) 699-9921 FAX: (684) 699-9913



**Lemanu P.S. Mauga**  
*Governor*

**Talauuga E. Ale**  
*Lt. Governor*

**Faleosina Voigt**  
*Director*

**Fa'alava'i Ta'ase**  
*Deputy of Engineering*

**Laupule Tilei**  
*Deputy of Finance & Admin*

August 10, 2022

Tofa Sualauvi Sua  
Director  
Territorial Auditing Office

**Subject: Department of Public Works follow-up and unannounced cash count**

ASGDPW appreciates the continued audits and reviews of our processes and procedures, we understand the need to improve these areas for accountability and compliance. ASGDPW will work to finalize its SOP and to improve in all the areas as recommend. We ask for your continued support through this time as we improve upon these processes and procedures to better manage public funds.

Attached is our responses to the review as provided. If there are any questions or concerns please let us know.

Sincerely,

  
Laupule Tilei  
Department of Public Works  
Deputy Director  
Finance & Administration

## TAO FOLLOW UP REVIEW: Transit: Dial-a-Ride JUNE 23, 2022

### **FINDING 1). PETTY CASH FUND HAS NOT BEEN SET UP**

**Current Situation:** We do not have a petty cash system in place at the moment. All the cash collected from our fares daily are reconciled with our authorized personnel and deposited into our safety cash vault for safekeeping. Any emergency purchases relating to our operation such as gas and other urgent vehicle parts will be deducted from our cash fare. Receipts collected will be logged and documented, and the rest of the cash deposited every Monday of the following week.

❖ Recommendation from TAO:

1. Management to apply to Treasury for Petty Cash and be approved by Treasury.

✚ Response: We have reached out to our Grant Analyst at Treasury, Ms. Amuia for her guidance in setting up our petty cash account and the procedure for using our Petty Cash. Petty Cash Policy was forwarded to us outlining the steps to follow should we apply for them.

2. SOP should be in place to outline appropriate use of Petty Cash

✚ Draft SOP is attached.

### **FINDING 2). CASH COLLECTION NOT DEPOSITED DAILY**

**Current Situation** – All the monies collected from our cash fares are deposited weekly. It was very convenient for our office to have money available on hand when unpredictable issues are encountered pertaining to our vehicles. For instance, if the Gas Station is closed early or is out of gas for the entire day, we need urgent gas or our vehicles will not run disrupting our service.

❖ Recommendation from TAO: All cash fares collected must be deposited daily per ASG Treasury Cash Policy under section 1.8

✚ Response: Cash will be deposited daily commencing 8/8/2022. For gas, either we route a PO to use another private vendor to supply our gas as backup, or address it in a form of reimbursement.

✚ For the Segaula Manu'a operation, given the absence of an avenue for revenue deposits on island, cash will be deposited on every flight/boat days.

### **FINDING 3). INCONSISTENT DATA ENTRY**

**Current Situation** – We are using excel spreadsheet to enter our cash reports. All the revenues and expenditures are logged daily.

❖ Recommendation from TAO: Data entry information needs to be consistent in formatting, and actual cash collected per week or month should be accounted for transparency before spending it on operating expenses

✚ We have corrected the inconsistency of our data entry on our reports (attached).

**Dept. of Public Works Transit Division**

<b>POLICY TITLE:</b>	<b>PETTY CASH STANDARD OPERATING PROCEDURE (SOP)</b>
<b>BASIC REQUIREMENT:</b>	Adopting a petty cash standard operating procedure (SOP) that is approved by the Treasurer.
<b>REFERENCE:</b>	<ul style="list-style-type: none"> <li>▪ General Memo No. 049-22</li> <li>▪ ASG Treasury Policies &amp; Procedures Petty Cash 7/1/22</li> </ul>
<b>DATE OF ESTABLISHMENT/REVISION:</b>	August 8, 2022
<b>REVIEWED AND APPROVED:</b>	
Cathy Faoa-Danielson, Transit Manager	Faleosina Voigt, Director

**1. OVERVIEW**

1.1. A solid petty cash system provides an efficient means of making payments for unexpected, non-routine, incidental, or small expenses. For effective implementation of the Petty Cash Policy of the division as well as optimal use of resources, the following Standard Operating Procedure has been established. This policy is not intended to replace the regular procurement process.

1.2. All DPW Transit division staff handling petty cash should be aware that at any time, internal or external auditors may visit cash handling units to perform unannounced cash observations or cash counts.

**2. DEFINITIONS**

2.1. Petty Cash is referred to a small amount of cash that is kept on hand to pay for minor cash needs. The size of the petty cash fund typically does not exceed \$500.00 in cash on hand unless otherwise approved by the ASG Treasurer (up to \$2,000.00).

**3. PURPOSE**

3.1. The purpose of this policy is to provide practical standardized and appropriate steps to be taken in the requisition and management of Petty Cash. This SOP should be read in conjunction with the Cash Handling policy, revision 3 dated 8/8/22

**4. SCOPE**

4.1. This policy applies to all employees of DPW Transit Division.



## 1. POLICY AND PROCEDURE

- 1.1. The use of Petty Cash is restricted solely for the purchase of goods and services relating to the Transit operation.
- 1.2. Typical Petty Cash expenses can be postage, office supplies, reimbursements to employees for small expenses and any other unpredictable expenses that are too small for a quick purchase order (QPO) or purchase order (PO).
- 1.3. All petty cash requests must be submitted to the Treasury department. A formal request should state the reason, amount and account to charge.
- 1.4. The formal request includes the Voucher (to be signed by the Department Director) and receipt to support expenditures.
- 1.5. Once the Treasurer approves the request, the voucher and receipt shall be hand carried to the Disbursing manager for cash reimbursement.
- 1.6. Monthly reports shall be submitted to the Treasurer and Territorial Audit Office on the use and status of petty cash reimbursement funds on forms provided by the Treasurer.

## 2. ROLES & RESPONSIBILITIES

- 2.1. The Transit Manager, or otherwise delegated is the sole petty cash custodian for the Transit Office. The Transit Manager is responsible for authorizing and controlling the usage of the petty cash.
- 2.2. The Grant Analyst, or otherwise delegated is responsible for initiating and submitting requests for petty cash, maintaining and documenting all expenses from the petty cash, and submitting monthly reports to the Treasury and TAO.

## 3. Employee Agreement of Petty Cash SOP

I acknowledge that I have received a copy of the DPW Transit Division Petty Cash Standard Operating Procedure. I have read and understood the policy. I understand that, if I violate the policy, I may be subject to disciplinary action, including termination. I further understand that I will contact my supervisor/manager if I have any questions about any aspect of the policy.

EMPLOYEE

DPW TRANSIT DIVISION

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title