

# Relief Unlimited - Cash advance regulations

The following regulations apply to all cash advances:

- Cash advances are provided to staff members for the purpose of making programme payments on behalf of the organisation. They may not be used for personal expenditure.
- Staff members shall take all reasonable precautions to prevent the loss or theft of any cash advanced to them.
- Receipts shall be obtained for all payments.
- A police report is required for any cash which is lost or stolen.
- Cash advances shall be accounted for or returned within one month/by the end of the calendar month in which they are received.
- Further cash advances shall only be provided once outstanding cash advances have been accounted for.
- If cash advances are not fully accounted for within the agreed time, the organisation may deduct any outstanding balance from the staff member's salary.

## Declaration

I have read and understood the above regulations and by signing below, I agree to abide by them.

Date	Staff member's name	Staff member's signature