

PETTY CASH MANAGEMENT PROCEDURES AT PT TIGA KEKUATAN UTAMA SURABAYA

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ABSTRACT

Cash is one types of funds that have a material impact on its running business something company and serves as a means of payment for needs operational . Because if there is no money in company, business will not goes well. So that the business can run smoothly, cash management is appropriate and efficient required in matter cash procedures and records. There are two types of cash that can be used in business: Petty cash and large cash. What the author will examine is petty cash, namely money used by a relatively small company small and inefficient if paying by check. This research aims to identify and develop procedure effective petty cash management at PT Tiga Main Strength. The research method used involves literature study, interviews, and observations. The research results show exists lack in practice current petty cash management, such as a lack of transparency, lack of clear separation of duties, and shortcomings adequate supervision. Based on these findings, the petty cash at PT Tiga Main Strength is not in accordance with Mulyadi's (2017) opinion so necessity making standard SOPs and required forms.

Keywords: Petty Cash, Management, Procedures

INTRODUCTION

Company cash is one of the his most valuable asset. Because it is very important for continuity business operations. Following is some justification Why company requires cash (Tjiptojuwono, 2023).

Company cash is important asset . Because it allows the business to sustain their financial stability, facing volatility, and leveraging opportunity economy. As a result, it is very important for businesses to have efficient cash management. Plus, make sure Cash reserves are always sufficient to cover need period short and term long.

Petty cash management is element crucial in guard company financial balance. With a business as diverse as this, it is necessary efficient and precise procedures to manage petty cash To use minimize risk of error, theft or embezzlement of funds.

PT Tiga Main Strength is companies operating in the field Consultant Management, IT (Information and Technology) Programming, and Residential Home Construction. Operate since 2021, PT Tiga Main Strength has a strong enthusiasm and belief to participate in a way Elegant and professional inside development national.

As a moving company in industry manufacturing, PT Tiga Main Power has activity operational everyday life that requires cash as a means of paying pocket money employees, small operational costs, and other transactions in scale small. Therefore, it is important to have procedure good and structured petty cash management .

However, until now, PT Tiga Main Power has not yet clear procedures in petty cash management. This can result in problems such as loss of funds,

recording errors, or use of funds that are not in accordance with company goals.

Currently PT Tiga Main Power uses a system recording of petty cash funds Fluctuating System, namely the amount of petty cash funds is not fixed and is always changing. But deep the recording is PT Tiga Main Strength is still not optimal yet written manually and presenting the data still using Microsoft Office Excel, of course this will resulting in delays and inaccuracies in produce information or report on petty cash expenditures, even though it is submitted this information can be stated to in web form so that all parties from various interested groups can obtain benefit from the delivery.

It's the same with the plot formation returning petty cash funds where the admin immediately receives petty cash funds and does not create them first request for addition / establishment of petty cash fund. According to Nuraida (2014:154) it should be that in establishing a petty cash fund, the first stage is to establish a petty cash fund is estimate the amount required for the fund. Once this amount is determined, the company's finance department emit A checks required for the petty cash fund, to be given to the designated person managing petty cash funds.

Formation of petty cash in the company aims to pay the amount relatively small. Petty cash formation must be determined by the competent authority and must not be exceeded existing provisions. Although the expenses nature small, disbursement of petty cash funds still needs to be done control form recording every transaction.

Thus it is very clear how importance management of Petty Cash at PT Tiga Main Strength. Therefore the author wants to know in a way deep

Correct management of petty cash in accordance with SOP.

This research aims to identify problems that arise in petty cash management at PT Tiga Main Strength and designing effective procedure in petty cash management . As is Clear and structured procedures are expected company will capable control petty cash flow better, maintaining accuracy of payment and recording , as well reduce risk misuse of funds.

This research has contribution contribution practical in the form of evaluation materials standard procedures that have been implemented To use further improvements. This research also provides contribution theoretical in the form of additional literature about Petty cash management in companies.

RESEARCH METHODS

This research uses a paradigm interpretive with a qualitative approach. With a qualitative research approach, it is hoped the resulting conclusions in this research becomes quality information (Moleong, 2016: 44).

The research design used is descriptive qualitative research. According to Sugiyono (2016:9) the qualitative descriptive method is a research method based on philosophy postpositivism is used to research conditions natural objects (as opposed to is experiment) where the researcher is a key instrument for data collection techniques in a way triangulation (combination) , data analysis inductive /qualitative, and qualitative research results are more emphasized meaning than generalization ..

This research collected data by means of interviews, observations and documentation related to PT Tiga's petty cash management Main Strength.

This research was conducted by the researchers themselves (Sugiono, 2008:8). Researchers as instruments based on ability researcher from stage processing research data to research plans. Therefore, researchers must be validated. Validation consists from understanding researchers about qualitative research methods, mastery knowledge of the research topic, and readiness researchers to enter research subjects academic and logistics (Sugiyono , 2008:59).

This research uses an interactive model developed by Miles, Huberman, and Saldana (2014:31-33) to analyze data. This model analyzes three (three) grooves activity in a way simultaneously. The data analysis process includes data merging, data display, and retrieval conclusion / verification.

In this research, the triangulation method was used to examine data validity. According to Moleong (2012:330), the triangulation method uses other data as a comparison against its own data.

Researchers use examination methods the validity of data triangulation with sources and triangulation with methods in this research. According to Moleong (2012:330), triangulation source covers use various groups of informants and comparison of data with facts from source other.

DISCUSSION RESULT

Based on observations and observations made by the author, petty cash at PT Tiga The main power is held by the administrative staff in charge answer to Director Operational ..

Petty Cash Management at PT Tiga Main Strength

The petty cash holder at PT Tiga Usaha Utama does not have full authority to make cash applications and petty cash disbursements, but the Operations Director has the authority to approve petty cash applications and disbursements.

At the appointed time, if the petty cash funds are almost exhausted, the cash holder confirms this with the Director of Operations by providing a petty cash report with the aim of creating a budget containing office operations for 1 month.

In this expenditure process, petty cash funds are used for office needs such as: purchasing ATK (Office Stationery), entertainment funds, transportation money and so on. All payments must be accompanied by proof of transaction or note. The process of disbursing petty cash at PT Tiga Usaha Utama is cash and transfer. The aim of the existence of petty cash funds at PT Tiga Strength Utama is to provide good service for employees and management because with the availability of petty cash funds cash holders do not need to go to the bank every time to make payments of relatively small amounts.

Petty cash management process at PT Tiga Usaha Utama

- A. The administration requests petty cash funds from the Director of Operations by providing a clear explanation of what the petty cash funds will be used for, without using a petty cash fund application form.
- B. The Operations Director approves and informs the Commissioner (concurrently Finance).
- C. The Finance Department issues petty cash funds to the Operations Director.
- D. The Operations Director gives the petty cash to the administration and then records it in the petty cash book.

Figure 1 Petty Cash Management Book

E. The administrative staff records petty cash expenditures in the petty cash book accompanied by proof of cash outgoings (notes).

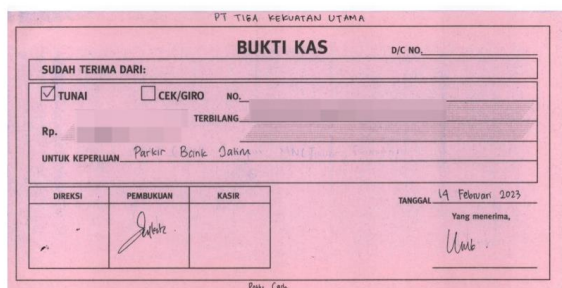


Figure 2. Evidence of Petty Cash Expenditures.

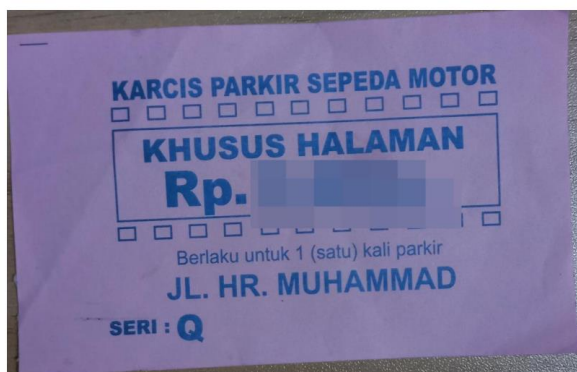


Figure 3 Proof of Note

F. Next, the administrative staff makes a petty cash report for 1 month and gives it to the director to find out what petty cash expenses and income were for 1 month. This report is also used for budgeting for petty cash replenishment.

Name	Date modified	Type	Size
Laporan Kas Kecil Juni 2023			
Laporan Kas Kecil Mei 2023			
Laporan Kas Kecil April 2023			
Laporan Kas Kecil Maret 2023			
Laporan Kas Kecil Februari 2023			
Laporan Kas Kecil Januari 2023			

Figure 4. Petty Cash Report.

Obstacles faced in petty cash management procedures at PT Tiga Usaha Utama

In the implementation of petty cash management procedures, there are still several

obstacles, such as when requesting petty cash funds, the administrative staff requesting petty cash funds does not use the petty cash fund request form but only asks directly to the operational director, this can cause undesirable things to happen. and also with funds suddenly being in cash on hand without any proof of receipt, it makes administrative staff less careful in managing petty cash. Every time you request petty cash funds, administrative staff should attach a request form and an example is as follows

Tabel 3.1 Form Pengajuan Dana Kas Kecil
Form Pengajuan Dana Kas Kecil

Dana untuk Bagian	:	
Periode Kas Kecil	:	
Dana Awal Kas Kecil	:	
Saldo	:	
Keterangan	Jumlah	
	Rp	-
Total	Rp	-
Disetujui oleh	:	Dibuat oleh :
Tanggal	:	Tanggal :

Figure 5 Petty Cash Fund Application Form

As for the form for proof of receipt of replenishment of petty cash funds, the example is as follows:.

Tabel 3.2 Form Tanda Terima Kas Kecil

TANDA TERIMA	Tanggal	
KAS KECIL	Nomor	
	Jumlah	Rp -
Deskripsi	_____	
Pembayar	_____	
Diterima oleh	_____	
Disetujui oleh	_____	

Figure 7 Petty Cash Receipt Form

Apart from that, there is no special section that handles finances at PT Tiga Power Utama because PT Tiga Power Main is in the developing stage. So, no one is structurally responsible (as they should be) regarding finances. It is best to recruit a Finance Director who is responsible for overseeing petty cash management and other financial processes .

Based on the research results of PT Tiga Main Strength, a comparison between the theory from Mulyadi (2017) and that contained in PT Tiga Main Power can be described in Table 1 as follows:

Uraian	Mulyadi (2017)	PT Tiga Kekuatan Utama	Keterangan
Pembentukan Dana Kas Kecil	Bagian hutang menerima surat keputusan mengenai pembentukan dana kas kecil dari direktur keuangan	Bagian Administrasi meminta langsung dana kas kecil kepada Direktur Operasional	Tidak sama
Bagian yang terlibat dalam pembentukan dana kas kecil	Disaat pembentukan dana kas kecil bagian yang terlibat adalah Direktur keuangan, Bagian hutang, Bagian kasir, Bagian pemegang dana kas kecil, dan Bagian jurnal	Pada PT Tiga Kekuatan Utama tidak ada Direktur keuangan, Bagian hutang, Bagian kasir, dan Bagian jurnal	Tidak sama
Pengisian kembali kas kecil	Metode fluktuasi adalah metode pencatatan kas kecil yang jumlah nominalnya selalu berubah	Pengisian kembali dana kas kecil pada PT Tiga Kekuatan Utama menggunakan metode pencatatan yang nominalnya selalu berubah	Sama
Bagian yang terlibat dalam pertanggung jawaban pengeluaran dana kas kecil dengan metode fluktuasi	Pertanggung jawaban kas kecil dilakukan oleh beberapa bagian yaitu: pemakai dana kas kecil, pemegang dana kas kecil, bagian jurnal, dan bagian kartu biaya	Yang bertanggung jawab atas kas kecil yang ada di PT Tiga Kekuatan Utama adalah administrasi, direktur operasional, komisaris (merangkap keuangan).	Tidak sama
Dokumen pengelolaan kas kecil	1. Surat Keputusan Pembentukan Dana Kas Kecil dari Direktur Keuangan 2. Permintaan Pengeluaran Kas Kecil 3. Bukti Pengeluaran Kas Kecil	1. Bukti Pengeluaran Kas Kecil 2. Dokumen Pendukung	Tidak sama

Sumber : Data Pribadi, 2023

Table 1 Comparison of petty cash management of PT Tiga Usaha Utama with Mulyadi (2017)

CONCLUSION & SUGGESTIONS

Based on the results of descriptive mechanism petty cash management of PT Tiga Main Strengths according to the discussion can be drawn conclusion as follows

This research notes that PT Tiga The Ultimate Force uses a fluctuation method in petty cash management. This method makes it possible adjustment The amount of funds in petty cash fluctuates need operational.

There is difference petty cash management at PT Tiga Main Strengths and theories from Mulyadi (2017) seem to be absent part special handler all something related to finance and procurement of forms that have not been implemented.

The limitations of the research are carried out to provide a standard format requests for petty cash funds that include important information such as purpose of expenditure, amount requested, date use, and approval superior. To overcome In the absence of proof of receipt, it is important to create a proof of receipt format that includes information such as dates receipt, amount received, purpose of expenditure, and recipient 's signature . To overcome the absence finance department, needs to appoint a responsible person or team answer in all something related to finance. Administration must be more careful when

recording petty cash so that errors do not occur during audits later and communicate with the relevant departments so that this does not arise misunderstanding.

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