

### 513 - PETTY CASH

#### Background

The Division recognizes that schools and other locations incur minor miscellaneous expenses from time to time and processing of these expenses by the Division is neither practical nor efficient. Therefore, the Division supports the establishment of a petty cash fund for schools and service centres.

#### Procedures

1. The Superintendent delegates the authority to the Secretary-Treasurer to establish appropriate petty cash funds at schools and other locations as required.
2. Petty cash funds are not intended to be used to pay regularly recurring bills. Such payments should be made through normal purchasing and payment procedures.
3. Reimbursement of staff expenses shall not normally be made from petty cash. Except for minor amounts (e.g. under \$10), staff members shall arrange for reimbursement of expenses by filing an approved expense claim.
4. A monthly Accounts Payable Voucher of petty cash transactions shall be submitted to Division Office. The Accounts Payable Voucher shall be supported by properly dated and coded receipts or approved petty cash vouchers, copies of which shall also be retained at the school for all expenditures.
5. Petty cash funds shall be kept secure at all times in an appropriate locked cash box (and/or in a bank account if applicable).
6. The total of all receipts/vouchers and remaining cash/bank balances must always equal the total authorised Petty Cash fund.
7. Temporary increase in petty cash limits may be authorised by the Secretary-Treasurer on an exception basis.
8. Reimbursement to the Petty cash will be made after submission to Division Office.

Reference: Section 60, School Act