

## Administrative Procedure 513

---

### PETTY CASH

#### Background

In order to facilitate some flexibility in accommodating minor miscellaneous expenses, a petty cash account will be established at the Division office and in each of the schools.

#### Procedures

1. The Superintendent has authorized the Secretary Treasurer to establish appropriate petty cash funds at Division schools and offices as required.
2. Petty cash funds will not exceed a maximum of \$300 at any one location.
3. The Principal of a school will be responsible for the control, custody and accountability of the school's petty cash fund. Where applicable, department heads will have the same responsibilities for their petty cash funds.
4. Expenditures paid from petty cash funds shall not exceed \$50 for any one item.
5. A properly dated and identifiable receipt or approved petty cash voucher must be available for every expenditure.
6. Petty cash funds must be kept secure at all times in an appropriate locked cash box (and/or in a bank account if applicable).
7. The total of all receipts/vouchers and remaining cash/bank balance must always equal the total authorized petty cash fund, per location.
8. Petty cash reconciliations, in the form prescribed by the Secretary Treasurer, shall be completed when submitting a petty cash voucher. The Secretary Treasurer, before issuance of replacement funds, shall approve all petty cash reconciliations.
9. A petty cash voucher is to be submitted to Division Office when 75% of the petty cash amount has been exhausted.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act