

**School District #62 (Sooke)**

<b>PETTY CASH</b>	No.: F-203
	Effective: Nov. 12/85 Revised: Jan. 22/91

**ADMINISTRATIVE REGULATIONS**

A. Petty Cash Accounting

Each location may voluntarily request cash funds. It is cash issued in trust for small supply needs which will be expensed against the location's supply budget. The location must at all times be able to reconcile the expenses to date and the cash balance to the total established petty cash fund.

B. Procedure for Accounting for the Petty Cash Fund

1. The petty cash fund will be under the overall supervision of the principal or supervisor of the location.
2. The petty cash fund should be kept in a locking cash box in a safe location.
3. Each fund is operated on a trust basis with receipts and cash always equalling the exact amount of the fund.
4. Receipts are to be retained for all expenses and should be signed by the person receiving the cash reimbursement.
5. The petty cash fund will not be overexpended and should be replenished when the fund gets low. It should not be used to repay school non-public expenses. The attached form designated Petty Cash Reimbursement, No. 62-13, must be used to file for all petty cash reimbursements.
6. The petty cash reimbursement form should also be completed and sent to the Accounts Office as at June 30th each year.

C. Audit

Each petty cash fund may be audited at any time. School funds will be verified at the time of the audit of their non-public funds and other locations on a regular basis.

D. Special Notes

These funds are to be used for the purchase of budgeted small supplies items not exceeding a single value of \$100.00.

Guideline amounts for locations that wish to participate are as follows:

Small elementary schools	<b>\$250</b>
Intermediate size elementary schools	<b>350</b>
Junior secondary schools	<b>500</b>
Senior secondary schools	<b>600</b>
Board Office	<b>500</b>
Facilities Office	<b>500</b>