

**AVON MAITLAND DISTRICT SCHOOL BOARD
ADMINISTRATIVE PROCEDURE
NO. 509**

SUBJECT: PETTY CASH (SCHOOLS)

Legal References: *Education Act Section 265 Duties of Principal: Care of Property; Section 286
Duties of Supervisory Officers: Supervise Business*

Related References: *AP514 - Money Left in Schools, AP515 – Travel and Expense Reimbursement*

1.0 Petty Cash Purpose

- 1.1 From time to time, it is necessary to make minor purchases in order to ensure that the day-to-day business of the district and school continues without interruption.

2.0 Expected Procedures

- 2.1 Each school may choose to have a petty cash allotment, which is designated to be in the care and custody of the principal. The standard maximum allowed for a petty cash fund is \$500 for elementary schools (K-6 and K-8) and \$750 for secondary schools (7-12 and 9-12). Any request to change the existing amount should be sent to the Finance Services Department.
- 2.2 The petty cash fund is an imprest fund whereby the total of cash and receipts on hand must equal the total of the fund. It is the board's intent to reimburse employees for 100% of their out-of-pocket, allowable expenditures. The reimbursement of credit/debit/cheque transactions, or cash transactions where the rounded amount is not noted on the receipt by the vendor, must be rounded up to the nearest \$0.05. The actual amount paid to the employee must be noted on the original, detailed receipt and then recorded in the petty cash reimbursement form.
- 2.3 The use of the school's petty cash fund shall be limited to those purchases of a minor and unexpected nature, which cannot be handled by purchase order or statement of expense.
- 2.4 In no case shall an individual purchase amount exceed \$100.

- 2.5 Receipts shall be coded, summarized and reconciled on a petty cash claim form. Regular monthly reconciliation of the petty cash account shall be completed by the school secretary. The principal is responsible for reviewing the petty cash statement and authorizing the expenditure prior to submission to Financial Services for reimbursement.
- 2.6 Teachers and other staff members are asked to pay for the purchase of approved items and obtain a receipt for petty cash payment rather than charging items, which constitutes an unauthorized extension of the board's credit.
- 2.7 When a principal or secretary change takes place, the outgoing principal/secretary will give to the incoming principal/secretary a statement indicating the current amount of the petty cash on hand and the total invoices on hand, noting the total allotment for the school.
- 2.8 All petty cash on hand must be deposited prior to the summer break. It is the expectation of Financial Services that as of July 31st, the value of this deposit plus the value of the final petty cash reimbursement submission shall equal the total allotment for the school.