

Dell Rapids School District #49-3



Policies and Regulations Code: D – Fiscal Management

DJB PETTY CASH AND INCIDENTAL ACCOUNTS

Petty Cash

In accordance with state law, the Board hereby establishes a petty cash account of \$50.00 to facilitate refunds and minor purchases of the school district. Expenditures against this account must be itemized, documented with receipts, and will be charged to the applicable fund. Disbursements for the accounts will not require Board approval or the signature of the Board president or the business manager. The business manager is designated to be accountable for the petty cash account and shall keep accurate records of all receipts, expenditures, and balances of the account.

Incidental Account

In accordance with state law, the Board hereby establishes an incidental account in the amount of \$3,000.00 by setting aside on an imprest basis money from the general fund. The incidental account shall be kept and used by the business manager for advanced payment or for claims requiring immediate payment, not to exceed an amount established by the board. A detailed account of the expenditures from the incidental account shall be presented to the Board each month with verified vouchers, itemized and supported by receipted bills or other information as general evidence of payment, which shall be subject to audit. Expenditures against this account will be charged to the applicable fund. All expenditures from this account shall be listed with other bills in the regular school board proceedings

LEGAL REFS.: SDCL 13-18-16
 SDCL 13-18-17

ADOPTED: 08-1983
AMENDED: 05-1997
AMENDED: 09-2008
AMENDED: 12-2011