

PETTY CASH FUNDS

The Baldy View Regional Occupational Program (ROP) will maintain a petty cash fund for the purpose of paying for express charges, postage due and other unforeseen small expenses which cannot conveniently be charged and handled in the usual manner.

1. The amount of cash funds shall not exceed \$200.
2. The administrative official in whose name the fund is created will be responsible for all expenditures made from the petty cash fund.
3. Each disbursement will be supported by a cash register tape, a sales slip or other evidence of the expenditure. Such evidence will be summarized monthly, or earlier, if the fund needs replenishment.
4. The documents and the summary will be used by the business office to issue a check to replenish the fund.
5. The amount on deposit plus receipts of disbursement must always equal the original amount of the fund.
6. Funds will be regularly audited by the business office and are subject to audit by the ROP's auditor.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35250 Duty to keep certain records

41020 Requirement for annual audit

42800-42810 Revolving funds

Management Resources:

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>