

Descriptor Term: PETTY CASH ACCOUNTS

Descriptor Code: DJB

Rescinds:

Board Approved: 3/1/2021

Previously Approved: 1/4/1988

A petty cash fund may be established to handle small payments for incidental items that occur at the local school, department, or site. This would include such items as postage, express charges, small supplies, and similar items. The Board of Trustees will determine the amount of the fund, designate the person responsible for the fund, determine if the person responsible should be bonded, and provide adequate safeguards for the fund. At no time will any type loan, personal or otherwise, be made from the petty cash fund.

The fund will be established by writing a check on the general school fund or district maintenance fund for the proper amount as authorized by the Board. The check will be made payable to the person who is responsible for the petty cash fund. At no time should a petty cash fund be established by writing a check on a fund which is under the control of the person who is responsible for the petty cash fund.

Disbursements from the petty cash fund will be supported by invoices, statements, receipts or other documentation. This documentation will remain with the petty cash fund until the fund is replenished. The sum of this documentation and the remaining cash will at all times be equal to the original amount of the petty cash fund. This will be periodically checked by the finance office. The petty cash fund will be replenished when the cash is nearly exhausted. Replenishment takes place by presenting an itemized listing of all disbursements with documentation to the finance office. After verification by the finance office, a check is written for the amount of the itemized listing and made payable to the person responsible. At this time, the finance office will enter the accounting data for the petty cash fund disbursements into the books of accounts.

Legal Reference: Public School Districts Financial Accounting Manual, p. 12.