CHESTER BOARD OF EDUCATION **FILE CODE: 3451**
Chester, New Jersey **_____ Monitored**
_____ Mandated
Policy **__X__ Other Reasons**

PETTY CASH FUNDS

The Chester Board of Education recognizes the convenience a petty cash fund affords in the day-to-day operation of a school district, but the board is also aware of the abuses that can result from the establishment of such funds unless proper controls are promulgated. The board authorizes establishment of imprest petty cash accounts by resolution annually. The resolution will include:

A. The amount or amounts authorized for each petty cash fund;

B. The maximum expenditure that may be made from each fund; and

C. The individual designated by the board who shall be responsible for the disposition of each fund.

The designated person(s) shall report to the board the amounts disbursed from each account periodically, as directed by the board, and will return all unused petty cash funds to the depository at the end of the fiscal year. All petty cash funds shall be established by board-approved voucher. Petty cash funds and disbursements will be audited as part of the annual financial audit.

The board authorizes the establishment of the following petty cash funds in the amounts and responsible parties indicated below:

Location	**Amount**	**Responsible Party**
Athletics	$2,500	Athletic Director Board
Office	$750	Board Secretary
Cafeteria	$250	Board Secretary

Each responsible person shall insure that:

A. Petty cash funds are spent only for budgeted items;

B. No single purchase for petty cash may exceed $75 for the school accounts, except that board office may not exceed: $250 and Athletics: $100;

C. Funds are not used to subvert the regular purchasing procedures;

D. The checking accounts are to be reconciled on a monthly basis and reported to the board;

E. Petty cash is distributed in check form on the signature of responsible party.

Funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures. No single expenditure shall exceed the amount determined by the board in its resolution, and all expenditures must be authorized by the designated individual.

All disbursements from petty cash shall be reported at the next regular monthly meeting of the board. All petty cash funds shall be established by board-approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year.

Adopted: July 24, 2001

PETTY CASH (continued)

Revised:	February 25, 2003
NJSBA Review/Update:	August 2008, September 2009, August 2016, September
Readopted:	2018 April 27, 2009, September 17 2018, August 16, 2021, January 2024

Key Words

Petty Cash

Legal References:

N.J.S.A.	18A:19-13	Petty cash funds
N.J.S.A.	18A:23-2	Scope of audit
N.J.A.C.	6A:23-2.9	Petty cash fund
N.J.A.C.	6A:23A-1 et seq.	Accountability regulations

Possible Cross References:

*3320	Purchasing procedures
*3326	Payment for goods and services
3571	Financial reports
3571.3	Annual financial statement

*Indicates policy is included in the Critical Policy Reference Manual.