

PETTY CASH ACCOUNTS

Background

Petty cash funds may be established and used for the purchase of incidentals such as postage, freight and small miscellaneous items.

The Assistant Superintendent, Corporate Services is responsible for the administration of this administrative procedure.

Procedures

1. One (1) employee shall be custodian for petty cash funds in each location, namely:
 - 1.1 Schools – Principal or designate.
 - 1.2 Division Office – Assistant Superintendent, Corporate Services or designate.
 - 1.3 Transportation Services – Director of Transportation Services.
 - 1.4 Facility Services – Director of Facility Services.
 - 1.5 Interactive Media Commons – IMC Coordinator.
2. The amount of the petty cash fund has been established as follows:

| | | |
|-----|-----------------------------------|----------|
| 2.1 | Colony Schools | \$25.00 |
| 2.2 | Transportation Services | \$100.00 |
| 2.3 | Division Office | \$150.00 |
| 2.4 | Schools (4 to 15 FTE teachers) | \$200.00 |
| 2.5 | Schools (16 or more FTE teachers) | \$350.00 |
| 2.6 | Facility Services | \$200.00 |
| 2.7 | Interactive Media Commons | \$100.00 |
3. An initial advance shall be made to each location as in section 2 above.
 - 3.1 The fund will be replenished upon completion of a Petty Cash Declaration ([Form 512-1](#)) with appropriate authorized signature.
 - 3.2 All receipts supporting the claim must be attached to the form.
4. The petty cash fund will be subject to internal audit by Division Office.

Reference: Relevant Legislation & Guidelines