

Procedure Title	Petty Cash Funds		
Date of Issue	June 12, 2013	Related Policy	BP 3512-D
Revision Dates		Related Forms	AF 4130
Review Date		Originator	Administrative Council
References			
BP 3501-D "Purchasing"; AF 4910 "Travel Expenses – Claim for Reimbursement"; BP 4902-D "Travel Expenses"; AP 4903-D "Expenses (Employee) - Guidelines for Reimbursement"			

Procedure:

1.0 RATIONALE

Purchase order less than \$100 are discouraged. Purchases of lesser amounts should be acquired by purchasing card, corporate credit card or petty cash. Purchase cards should be used where/when possible, however it is recognized that occasionally employees may pay for minor expenditures (less than \$100) in the course of their employment with the board, and that these expenditures will be reimbursed to the employee in a timely manner through the petty cash procedure.

The petty cash fund is currently established for reimbursement or purchases related to school budget, not for school generated funds.

Petty cash funds are NOT to be used for reimbursements to employees for travel-related expenses or to circumvent compliance with board policy BP 3501-D "Purchasing". Employees should refer to AF 4910 "Travel Expenses – Claim for Reimbursement", board policy BP 4902-D "Travel Expenses" and administrative procedure AP 4903-D "Expenses (Employee) - Guidelines for Reimbursement" for all travel-related expenses.

2.0 PROCEDURE

2.1 Eligibility Limits on Petty Cash Funds

Minor operating expenditures are defined as purchases less than or equal to \$100

2.2 Petty Cash Funds – Limits

Elementary Schools – JK to 6	\$500
Elementary Schools – JK to 8	\$750
Secondary Schools	\$1000

Funds may be requested with written explanation and approval of the principal to establish a separate petty cash fund for specific needs within the school (e.g. custodian, DL unit, Outers Program etc).

2.3 Establishing and Operating a Petty Cash Fund

- a) If no fund has been established, it can be established by requesting a cheque from the accounting department via a cheque requisition in the desired amount, up to the maximum funds established above. The cheque should be payable to the principal (or designated staff member who will be responsible for the fund). When the cheque is received, it is to be cashed and the money is placed in a locked box. Only those with authorization shall have access to the key to the locked box (ex. principals and office managers).
- b) It is the responsibility of the person who is the designated custodian of the funds to ensure the funds are safely secured at all times and that accurate record keeping is maintained (e.g. place the original receipts in the locked box with any cash balance).
- c) If the "custodian" of the funds terminates employment or is transferred to another location, the petty cash fund must be reconciled and closed out. Form AF 4130 "Claim for Reimbursement- Petty Cash" must be completed and forwarded to the Accounting Department along with the remaining cash balance and all receipts.

2.4 Reporting Petty Cash Amounts

- a) At all times, the sum of the cash and receipts should equal the original amount of the fund. The sum of the receipts in the box should never be greater than the original amount that was issued to establish the petty cash fund.
- b) Petty cash receipts are to be remitted to Accounts Payable as replenishment of fund is needed. The receipts should be itemized on Form AF 4130 Claim for Reimbursement – Petty Cash. Original receipts should be attached to Form AF 4130 and sent to Accounts Payable. A cheque payable to the custodian of the funds will be issued to replenish the petty cash fund and the cycle continues.
- c) At the end of the school year, form AF 4130 "Claim for Reimbursement - Petty Cash" is to be filled out and sent to Accounts Payable no matter what the balance is remaining in the petty cash fund. All receipts must be submitted to the Accounts Payable department prior to the beginning of summer holidays.