



The Board authorizes the establishment of petty cash funds in the various schools, subject to the following regulations and limitations.

- (a) Petty cash funds are to be used for the following purposes:
  - miscellaneous postage;
  - collect deliveries;
  - small disbursements under \$50.00.
- (b) Petty cash funds are **not** to be used for the following purposes:
  - travel;
  - salaries and casual labour;
  - items in excess of \$50.00;
  - telephone;
  - loans to staff;
  - maintenance supplies.
- (c) Petty cash funds will be replenished only upon presentation by the School Principal of a Petty Cash Claim Form supported by proper receipts.
- (d) Petty cash funds must be reconciled and accounted for:
  - whenever the fund is depleted; or
  - at the end of each month.
- (e) The School Principal is responsible for the fund and for any shortage.