



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.