



ADMINISTRATIVE PROCEDURE	
Approval Date 2016	Replacing All previous procedures
Review Date 2021	Page 1 of 3
Contact Person/Department Superintendent of Business	Identification BU - 3017

PETTY CASH

1.0 PURPOSE

The Board recognizes the need for all purchasing related activities to be seen to be open, fair and transparent and for all individuals involved with purchasing to act, and be seen to act, with integrity and professionalism. The Board will seek to obtain value for money and quality service delivery through standardized purchasing processes which will ensure that resources are used in an efficient, effective manner and which provides for appropriate accountability. The Board also believes in purchasing Canadian products and environmentally appropriate products where possible, and that products be manufactured under ethical, safe and healthy labour conditions.

2.0 REFERENCES/RELATED DOCUMENTS

- 2.1 BU-3015/3016 Procurement of Goods and Services Policy/Procedure
- 2.2 School Generated Funds Accounting Procedures Handbook
- 2.3 Ontario Association of School Business Officials' – Guidelines for School Generated Funds

3.0 TERMS AND DEFINITIONS

- 3.1 Imprest Petty Cash: A self-checking account where a fixed balance is maintained by regular replenishments and used for the payment of incidental operating expenses.

4.0 PROCEDURE

In recognition of the need to regularly purchase incidental supplies and services, the Board will provide an imprest petty cash fund at each school for this purpose. Purchases from the fund must be authorized by the principal or principal's designate. All purchases will be charged against the appropriate expenditure classification of the school budget and the principal must take into account these expenditures during budget planning. The purchases from this fund will be limited to \$300 per transaction. Dividing one transaction into several purchases to comply with the \$300 limit is not permitted. The amount of each fund will be based on the following:

<u>Student Population</u>	<u>Amount of Fund</u>
Elementary Schools	\$ 1,000
Secondary Schools	\$ 2,500

- 4.1 The principal will take the necessary steps to provide adequate security for the fund(s). Schools must establish a petty cash bank account which provides for the return of cancelled cheques or cheque images.
- 4.2 In addition to the basic fund established for each school, a secondary school may elect to allocate part of the fund to establish Petty Cash Fund(s) where warranted for major departments.
- 4.3 This fund is not to be used to circumvent regular purchasing routines, (i.e. bulk orders) or where other procedures have been established for reimbursement (e.g. travel, professional development). The type of transactions will be monitored and failure to follow proper procedures will result in modifications to the fund operation. Documentation to support expenditures must accompany the report submitted to request reimbursement of the fund.
- 4.4 Requests for replenishment of the fund are to be produced from the current Board approved school banking software (sample form attached as Appendix 5.1). Original invoices for all expenditures must be attached to the reimbursement form. Credit card receipts are not sufficient and must be accompanied by the original, itemized receipt. The Reimbursement form must be approved by the principal and submitted to the Accounting Department.

5.0 APPENDICES

- 5.1 Petty Cash Sample Reimbursement Requisition Form (generated in "schoolcash.net").



Reimbursement Requisition Form

Test District School Board

Submission #: 10-101-00001

Date: 02/11/2011

<p>Start Date: 01/17/2011 End Date: 02/11/2011 Location: 101 - Test Phone: 123-4567 Bank Account C.I.B.C. Info: School Activity Funds 123 98765</p>	<p style="text-align: center;">Instructions</p> <p style="text-align: center;">Attach all original receipts/invoices</p> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">Date</p> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">Principal/Supervisor Signature</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">GL Cash (Petty Cash) Advance:</td> <td style="text-align: right; padding: 2px 5px;">\$1,000.00</td> </tr> <tr> <td style="padding: 2px 5px;">Previous Balance of Funds on Hand:</td> <td style="text-align: right; padding: 2px 5px;">\$1,000.00</td> </tr> <tr> <td style="padding: 2px 5px;">Previous Reimbursement Amount from Board:</td> <td style="text-align: right; padding: 2px 5px;">\$0.00</td> </tr> <tr> <td style="padding: 2px 5px;">Net Total of Cheques/Cash Issued:</td> <td style="text-align: right; padding: 2px 5px;">\$656.67</td> </tr> <tr> <td style="padding: 2px 5px;">Balance of Funds on Hand:</td> <td style="text-align: right; padding: 2px 5px;">\$343.33</td> </tr> </table>	GL Cash (Petty Cash) Advance:	\$1,000.00	Previous Balance of Funds on Hand:	\$1,000.00	Previous Reimbursement Amount from Board:	\$0.00	Net Total of Cheques/Cash Issued:	\$656.67	Balance of Funds on Hand:	\$343.33
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Balance of Funds on Hand:	\$343.33											

Department/Name

Amount - Rebate = NET

<u>Date</u>	<u>Transaction/Type</u>	<u>Details</u>	<u>Amount</u>	<u>Federal</u>	<u>Rebate</u>	<u>NET</u>
InstruSupp						
02/11/2011	Cheq 639		\$112.08	\$12.89	\$10.75	\$101.33
Total: 10 330 1 000 000 101			\$112.08	\$12.89	\$10.75	\$101.33
Dept. Total: 10 330 1 000 000 101			\$112.08	\$12.89	\$10.75	\$101.33
InstruTextbks&LearningMat						
02/11/2011	Cheq 640		\$162.53	\$18.70	\$15.59	\$146.94
Total: 10 320 1 000 000 101			\$162.53	\$18.70	\$15.59	\$146.94
Dept. Total: 10 320 1 000 000 101			\$162.53	\$18.70	\$15.59	\$146.94
MaintenanceSupp&Serv						
01/17/2011	Cheq 643		\$284.20	\$32.70	\$27.27	\$256.93
Total: 41 430 1 777 000 101			\$284.20	\$32.70	\$27.27	\$256.93
Dept. Total: 41 430 1 777 000 101			\$284.20	\$32.70	\$27.27	\$256.93
OfficeSupp&Serv						
02/11/2011	Cheq 641		\$167.55	\$19.28	\$16.08	\$151.47
Total: 15 410 1 899 000 101			\$167.55	\$19.28	\$16.08	\$151.47
Dept. Total: 15 410 1 899 000 101			\$167.55	\$19.28	\$16.08	\$151.47
Overall Total:			\$726.36	\$83.57	\$69.69	\$656.67