

# COUNCIL ROCK SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: February 20, 1997

REVISED:

	<b>617. PETTY CASH</b>
1. Purpose 617-AR	Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.
2. Authority	The Board authorizes the establishment of petty cash funds in the various schools and/or offices of the district in the care of the Administrator, principals or designees.
3. Bonding vs. Insurance	<p>Each responsible person shall ensure that petty cash funds are spent only for designated purposes for which the fund was established. Receipts for all disbursements are required.</p> <p>The person responsible for each petty cash fund shall be insured and shall prepare a total of the disbursement slips on a periodic basis.</p>
4. Guidelines	<p>All petty cash funds will be reconciled and replenished for audit purposes at the end of the school year.</p> <p>Petty cash funds may not be used to accommodate the cashing of personal checks.</p>
Board Policy No. 811	