

PETTY CASH / PETTY CASH ACCOUNTS

Petty cash funds shall be established annually at the Re-Organizational Meeting for the purchase of materials, supplies or services under conditions requiring immediate payment.

The amount of each fund will not exceed \$100.00. The Board of Education, upon the recommendation of the Superintendent of Schools, shall appoint a person responsible for each petty cash fund who shall administer and be responsible for such fund.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills, paid-out slips or other evidence documenting the expenditure.
2. Payment may be made from petty cash for materials, supplies, or services only when payment is required on delivery. Sales tax on purchases will not be paid by the school district from petty cash funds.

The District shall reimburse uses of petty cash funds up to the extent of expenditures, with appropriate documentary support. Each fund will be closed at the end of the school year with the exception of:

- District Office Petty Cash
- Transportation Department Petty Cash
- High School Athletic Department Petty Cash
- High School Change Fund
- High School Petty Cash

Reference: Education Law §§ 1604(26); 1709(29)
8 NYCRR § 170.4

Approved: December 12, 2006

PETTY CASH ACCOUNTS REGULATION**A. Use of Funds**

1. Petty cash should be used for incidental items of expense which do not justify the cost of processing a purchase order or for inexpensive items of immediate need. Effective July 1, 2001, items costing less than \$25.00 should be purchased through petty cash.
2. The cost of money orders or cashier checks must be included.

B. Disbursement of Cash

1. Petty cash expenditures must be covered by a printed voucher form. This should be completed and signed by the person receiving reimbursement from the fund.
2. All purchases reimbursed by petty cash must be evidenced by a receipt or sales slip attached to a printed voucher form. If a receipt is not available, a reason must be included on the voucher.
3. Vouchers must be approved by the Custodian of the petty cash fund.
4. Do not mingle cash collected from book fines, fees, etc., with petty cash funds.

C. Replenishing of Funds

1. Petty cash funds may be replenished periodically. In order to have cash available at all times, the fund should be replenished as soon as one-half of the fund has been disbursed.
2. Petty cash expense can be charged to any regular budget code.
3. The petty cash report form has been designed to serve as a claim form for payment from the General Fund. Green claim forms are not required. This report, together with the signed vouchers and receipts, should be forwarded to the Business Office each time and the fund is to be replenished. Procedure in the Business Office is as follows:
 - a. Accounts Payable will verify the coding of each petty cash receipt. If changes are made in coding, the respective Principal or librarian will be notified.
 - b. Once verification has been completed, the claim becomes an "Expend Only". The check replenishing the fund will be made out to the Building Principal or designated librarian.
 - c. Checks will be forwarded to Principals and librarians the day after a regularly scheduled bill schedule.

4. Petty Cash reports will be processed according to the current bill schedule developed by the Business Office and the applicable cut-off dates.

D. Safeguarding Fund

1. Funds should be reconciled periodically by an employee independent of the custodian.
2. All petty cash must be returned to the working fund for the District before June 30 of each year. A reminder will be forwarded during June.

E. Final Petty Cash Report

1. The final petty cash report shall be submitted to the Business Office in June on the date indicated in a memo which is distributed each year. This memo will originate in the Business Office and will accompany the required forms for each petty cash custodian to complete as a final report.
2. A green claim form must be attached to this final petty cash report.
3. The green claim form should be made out as follows:
 - a. Vendor: General Fund, Colonie Central School District No. 1
Vendor Number: 35670
 - b. The Principal or librarian must sign the green claim form on the appropriate line at the bottom of the form.
4. All remaining cash must be forwarded to the Accounts Payable section of the Business Office where, after reconciliation, it will be deposited by the principal account clerk.
5. The checks generated from this final report will be turned over to the principal account clerk for deposit in the General Fund prior to July 1.

Reference: 8 NYCRR § 170.4

Revised: July, 1996; July, 2001