

## **REGULATION #4420.1 PETTY CASH FUNDS**

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### **1. PETTY CASH ALLOTMENT FOR SITES**

- 1.1. Sites are funded with district supplied cash, on a revolving loan basis, to facilitate the temporary financing of purchases to be charged against district budgets.
- 1.2. Petty cash funds are established up to the following limits upon application to the Finance Department:
- |  |    |       |
|--|----|-------|
| Elementary Schools                               | \$ | 1,000 |
| Secondary Schools                                | \$ | 5,000 |
| Learning Centres                                 | \$ | 1,000 |
| Continuing Education Offices                     | \$ | 5,000 |
| Administrative Departments                       | \$ | 1,000 |
| Directors of Instruction, per identified program | \$ | 1,000 |
- 1.3. Application for temporary increases to these limits will be reviewed on an individual basis. Requests are to be forwarded to the Fiscal Management Services department.
- 1.4. [\*Policy #4900 – Management of Site Based Funds\*](#) and its regulations describe requirements in relation to the operation of each site’s bank account, financial records, accountability, reporting and audit.

### **2. AUTHORIZED USE OF PETTY CASH FUNDS**

- 2.1. Petty cash funds are authorized for use where district recommended purchasing arrangements have not been established or are not practical for the purchase, subject to the following requirements. (Examples of district purchasing arrangements are systems supply contracts and district contracts/catalogues.)
- a) **Authority** has been granted to the account coordinator (principal or other management person) over the account to be charged, or written authorization has been obtained from the account coordinator responsible for the account.
- b) **Budget** funds are available in the expenditure account (parent budget account where applicable) to cover the transaction.

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- c) An “**at Arm’s length**” relationship exists with the vendor (for example no conflict of interest as described in [Policy #7213 – Conflict of Interest](#)).
- d) **Documentation** is acceptable and retained.
- e) The **Dollar limit**, including taxes, does not exceed \$500 per item and \$1,000 for a series of similar purchases from similar suppliers for expenditures other than the following types of purchases where no dollar limit applies;
  - field trips or extracurricular transportation costs
  - postage
- f) **Special situations** for which the account coordinator and purchasing manager agree, in writing, that petty cash funds can be used for the purchase.

### 2.2. Processing Controls, Limitations on Spending and Prohibited Items:

Payment for the following, whether using district funds or site funds, must be processed by Finance:

- a) Wages, salaries, honoraria and student scholarships. These must be paid directly by the district to facilitate compliance with legislative and contractual requirements. The recipient’s social insurance number and address must be provided.
- b) Property improvements to satisfy requirements of the Builders Lien Act.
- c) Travel and other expenses as described in [Policy #4410 – Travel Expense Reimbursement](#) and its regulations.

Payment for the following is limited in amount as described in [Regulation #4202.3 – Limitations on Authority for Expenditures](#):

- d) Meeting snack foods/refreshments and groups lunches/meals (district funds only).
- e) Appreciation awards and gifts (district or site funds).

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- f) Sympathy expenditures for staff (through Human Resources Department only).

The following, whether using district funds or site funds, are prohibited:

- a) Items for personal use ([Regulation #4202.1 – Authority for Expenditures – Non Payroll Accounts](#)).
- b) Alcoholic beverages or alcohol purchases.
- c) Interior decorations for personal offices ([Regulation #4202.3](#)).
- d) Personal loans or cashing personal cheques.

### 3. **EXPENDITURES DOCUMENTATION**

3.1. **Acceptable** documentation for support of expenditures includes:

- a) Original receipts.
- b) Cash register tapes with details of items purchases, listed by either supplier or claimant.
- c) Original invoices, or faxed copies, signed to serve as original, paid by cash or cheque drawn on the site's bank account. (It is a preferred practice where an expenditure has been paid with a site cheque, or the site to mark the invoice paid and to record the site's cheque number).
- d) Prepaid orders, with original computer produced cheque stub.
- e) Credit or debit card sale drafts which detail the items purchased.

3.2. **Non-conforming** documentation of expenditures includes:

- a) A cash register tape, credit or debit card sales draft or other purchase documents on which the items purchased are not described by either the purchaser or the vendor (cash register tapes should not include items of a personal nature).

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- b) Supplier statements, as invoice details are required.
- c) Packing slips or deliver advices.

### **4. REPLENISHMENT OF PETTY CASH FUNDS**

- 4.1. Petty cash funds reimbursement requests are to be generated in accordance with the CA\$CH instruction manual. Acceptable documentation including original cheque stubs, are to be attached to the claim in an organized manner. The petty cash fund reimbursement request is to be authorized by the account coordinator prior to submission.
- 4.2. Requests for replenishment are to be made on a regular basis in order to record expenditures in a timely manner and facilitate accurate financial reporting. Replenishment must be requested at least monthly, and more frequent submissions are encouraged. Replenishments claimed in the final weeks of the fiscal year may not be processed until the following year.
- 4.3. The account coordinator is responsible to ensure petty cash fund reimbursement claims are made in accordance with this regulation. The account coordinators are responsible to their supervisors for the program appropriate use of the budget funds they are entrusted to manage.
- 4.4. Where a claim does not satisfy these requirements in a significant manner, corrective action may be initiated.

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[Policy #7213](#)