

SEVEN GENERATIONS CHARTER SCHOOL	SECTION: FINANCES
	TITLE: 617 – PETTY CASH
	ADOPTED: March 8, 2011
	REVISED:

Policy	Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.
Delegation of Responsibility	The Board of Trustees of Seven Generations Charter School authorizes the establishment of petty cash funds in the care of the Chief Executive Officer or those acting in such capacity (the “CEO”)
Guidelines	<ol style="list-style-type: none"> 1. One petty cash fund shall be used instead of multiple miscellaneous cash accounts. Disbursements from the petty cash fund shall be controlled in the same manner as disbursements from the checking account. 2. To provide for proper control and recording of petty cash, an “imprest system” shall be established. An imprest system is an account set up to make change or pay small obligations for which the issuance of a formal voucher and check would be too expensive and/or time consuming. Imprest accounts derive their name from the fact that the account balance is maintained at a fixed level by regular reimbursement for the exact amount of the disbursements. 3. Under such a system, the amount of cash in the petty cash fund shall be adequate to handle all petty cash transactions for a short period of time, but the balance shall not exceed \$1,000. 4. Formal petty cash vouchers are to be used for all working fund disbursements. Such vouchers shall be properly approved and supported, and shall be signed and dated by the payee. The maximum amount for individual fund disbursements shall be \$400. 5. The petty cash fund shall be reimbursed periodically with a check made payable to the petty cash custodian (the CEO or his/her designee). Proper expense accounts shall be charged as reimbursements are made. In addition, the CEO along with the Board shall set restrictions concerning the type and amount of transactions that can be handled through the petty cash fund. All disbursements are to be approved by one or more Board members or the CEO, and supported by petty cash vouchers indicating the proper account distribution. To prevent possible reuse, petty cash vouchers and supportive documents shall be cancelled by stamping “PAID”.